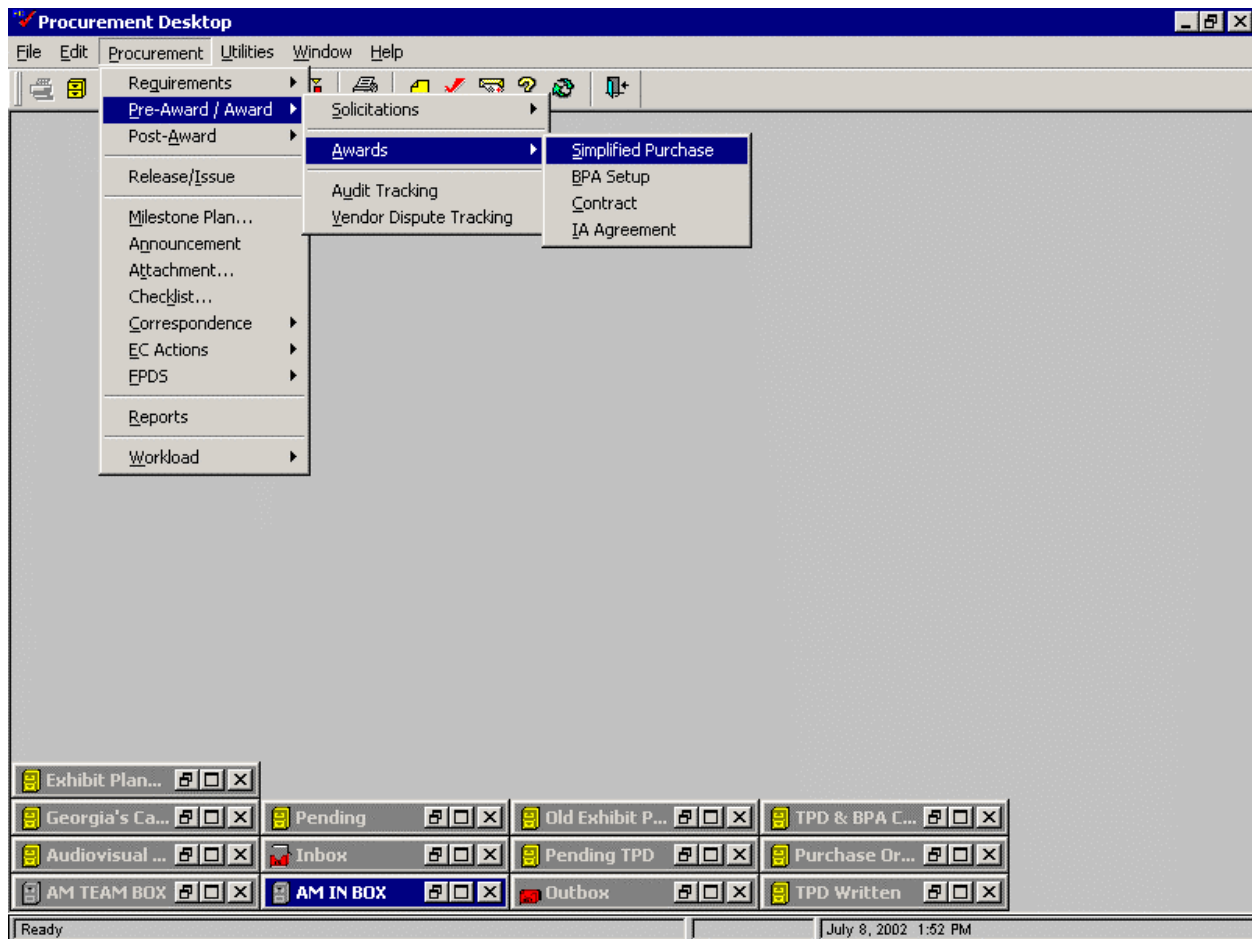


OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

This appendix prescribes step-by-step instructions for obligating and awarding cooperative agreements, task agreements, and interagency acquisition agreements in Procurement Desktop (PD). Procurement Desktop is the Department of the Interior Electronic Acquisition System (IDEAS) software.

COOPERATIVE AGREEMENTS:

1. Create an Optional Form 347 by choosing “Procurement,” “Pre-Award/Award,” “Awards,” and then “Simplified Purchase.”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

- | | <u>Org Code</u> | <u>FY</u> | <u>Sequential Number</u> |
|---|---|-----------|--------------------------|
| 2. Cooperative agreements are numbered as follows: <u>H</u>
Numbering of the OF-347 is the same. | { <u>1</u> <u>2</u> <u>5</u> <u>3</u> } | <u>00</u> | { <u>00001</u> } |
| 3. Choose the option “FPDS NOT REQUIRED.” | | | |

Procurement Desktop

File Edit Procurement Utilities Window Help

Create New Simplified Purchase

Simplified Purchase Type: Purchase Order (OF 347)

Prefix: H

Document Number: H8430020001

Description: CREC - PEFO

☒ FPDS Not Required

OK Cancel

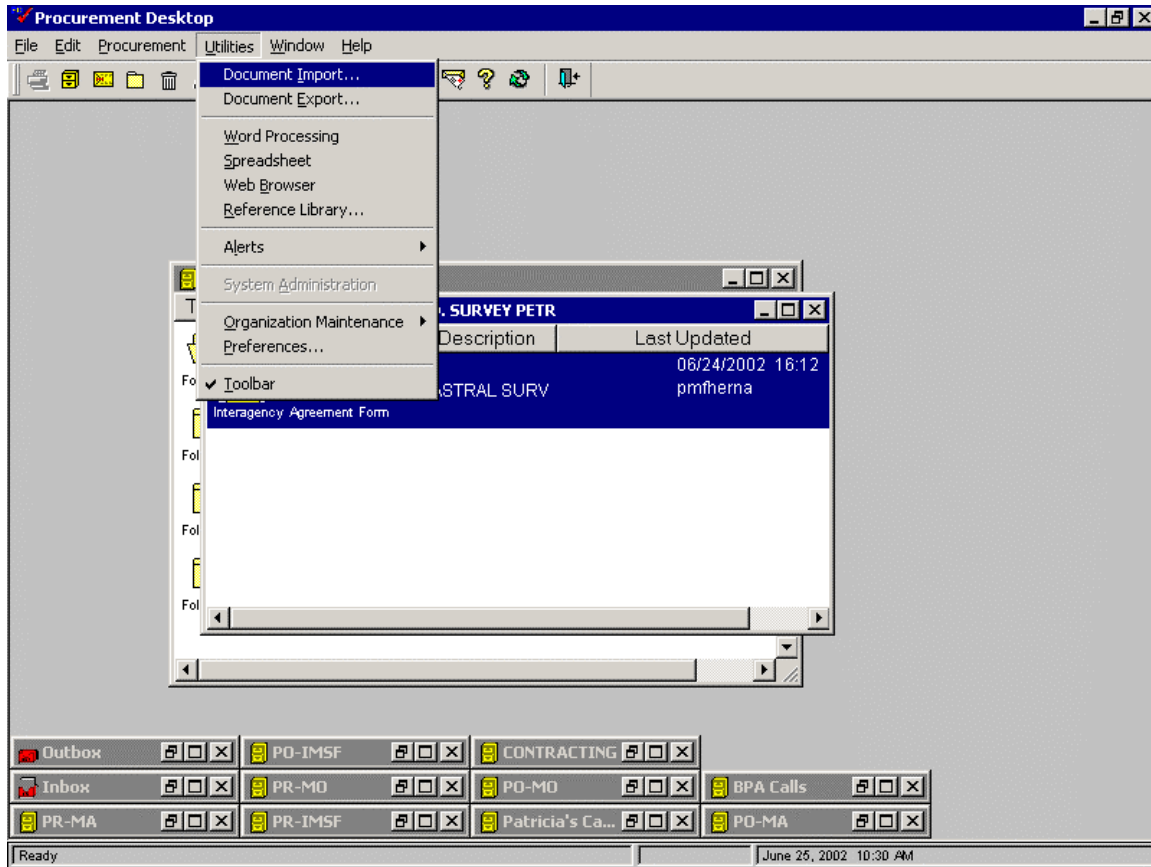
Outbox PO-IMSF CONTRACTING AGREEMENT...
 Inbox PR-MO PO-MO BPA Calls
 PR-MA PR-IMSF Patricia's Ca... PO-MA

Ready June 24, 2002 3:24 PM

4. Creation of the OF-347 for cooperative agreements is for obligation purposes only. In the Line Item Extended Description block of the OF-347, type in a statement such as “This document serves as the obligation document for Cooperative Agreement Number H_____. See attached cooperative agreement for more information.”

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

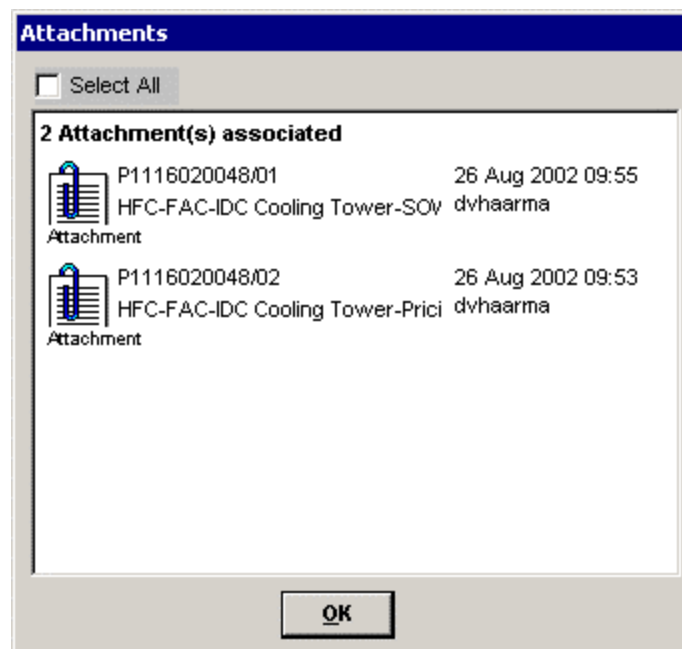
5. Attach a copy of the cooperative agreement to the OF-347. Go to “Utilities” and select “Document Import.” The document you are importing must be on a local drive or a disk; it cannot be on a shared network drive.



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

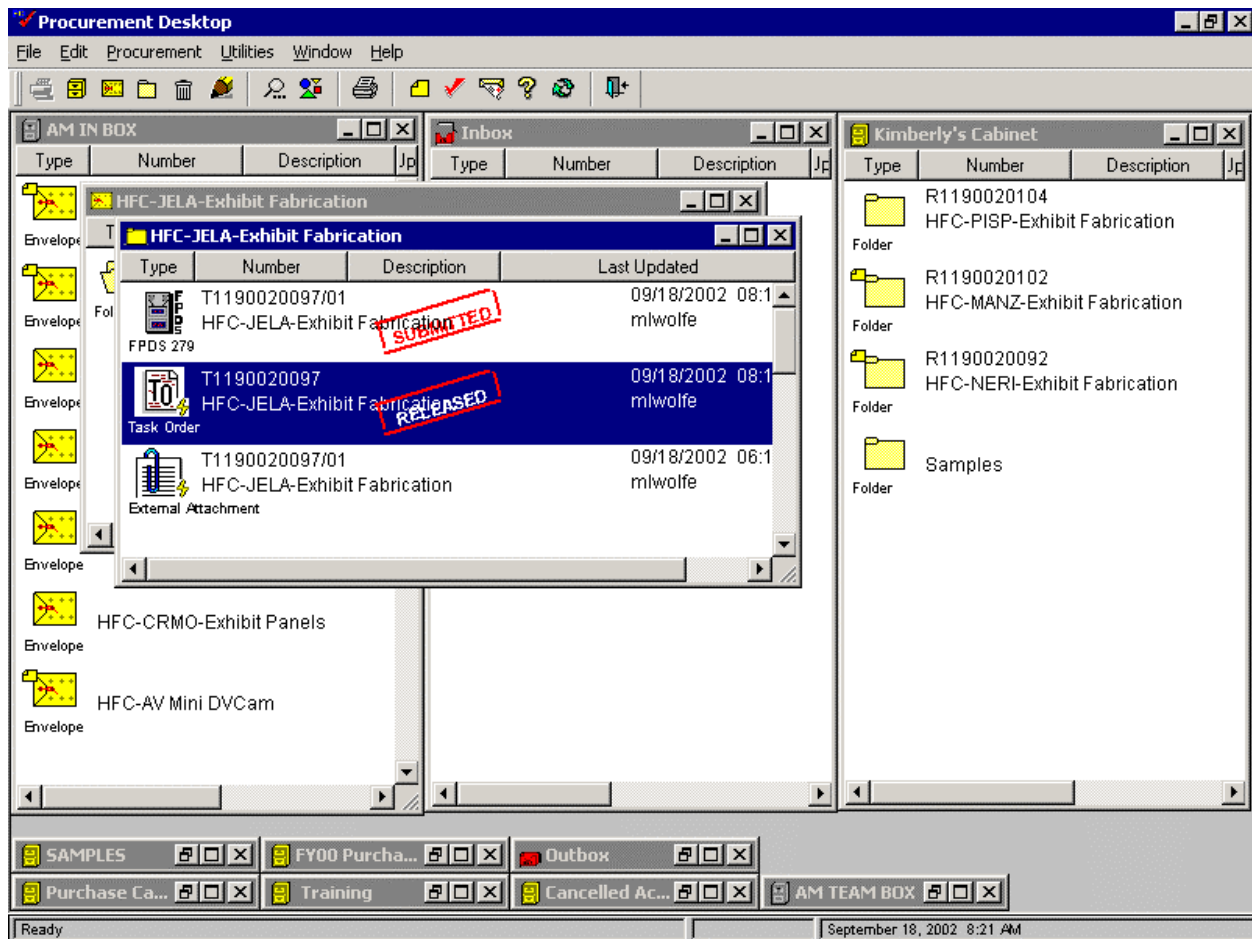
6. Validate your document for Electronic Commerce transmission by choosing “Procurement,” “EC Actions,” and then “EC Validate.”
7. Once the document has passed EC Validation, electronically submit by choosing “Procurement,” “EC Actions,” and then “EC Submit.”

You will be prompted for the document(s) that you want to attach to your award document. Highlight all that you want to attach or check the “select all” box if this applies.



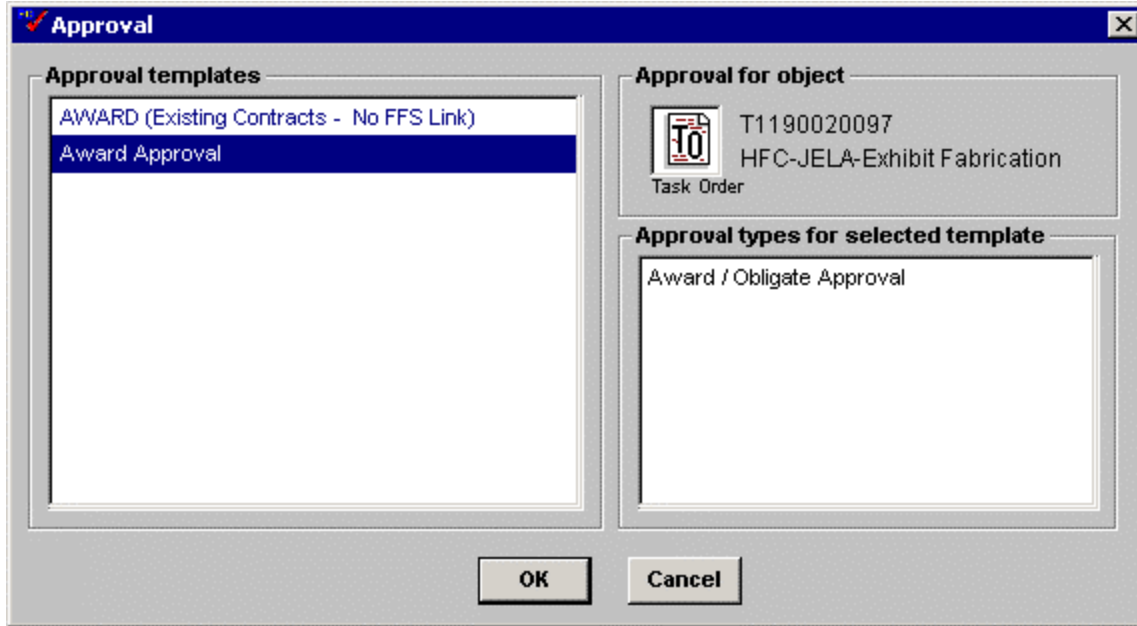
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

8. Once you click okay, you document(s) will be issued and electronically awarded. A yellow lightning bolt will appear beside the document(s) that were submitted.



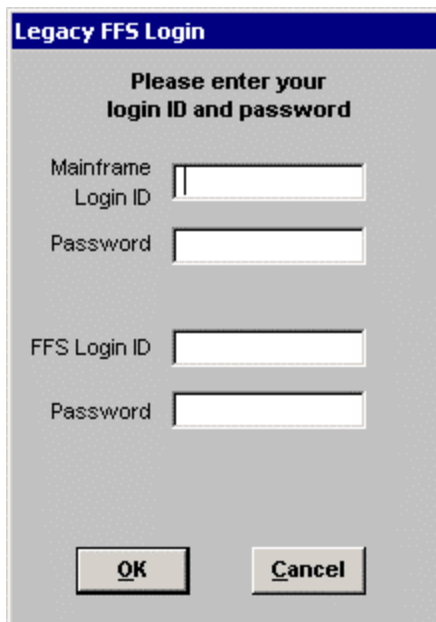
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

9. Approve using the “Award Approval” option.



The **Approval** dialog box is shown. It has a title bar with a checkmark icon and the word **Approval**. The dialog is divided into two main sections. The left section, titled **Approval templates**, contains a list box with two items: **AWARD (Existing Contracts - No FFS Link)** and **Award Approval**. The **Award Approval** item is selected and highlighted in blue. The right section, titled **Approval for object**, contains a small icon of a document with a red 'X' and the text **Task Order**, followed by the object ID **T1190020097** and the object name **HFC-JELA-Exhibit Fabrication**. Below this, the section titled **Approval types for selected template** contains a list box with one item: **Award / Obligate Approval**. At the bottom of the dialog are two buttons: **OK** and **Cancel**.

You will be prompted for your USGS and FFS Logins in order to make the award. When the award is going through you will then be prompted for your SEC1 Code (this is the acronym for your Region/Park).



The **Legacy FFS Login** dialog box is shown. It has a title bar with the text **Legacy FFS Login**. The dialog contains the text **Please enter your login ID and password**. Below this text are four input fields: **Mainframe Login ID**, **Password**, **FFS Login ID**, and **Password**. At the bottom of the dialog are two buttons: **OK** and **Cancel**.



The **Host FFS SEC1 Code** dialog box is shown. It has a title bar with the text **Host FFS SEC1 Code**. The dialog contains the text **Please enter your SEC1 Code**. Below this text is a single input field labeled **Sec1 Code**. At the bottom of the dialog is a single button: **OK**.

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

TASK AGREEMENTS: USE THESE INSTRUCTIONS WHEN YOU ARE ISSUING TASK AGREEMENTS TO THE COOPERATIVE AGREEMENT TO OBLIGATE FUNDS.

1. Create an Optional Form 347 by choosing “Procurement,” “Pre-Award/Award,” “Awards,” and then “Simplified Purchase.”

2. Task Agreements are numbered as follows:

<u>J</u>	<u>Org Code</u> { <u>1</u> <u>2</u> <u>5</u> <u>3</u> }	<u>FY</u> <u>00</u>	<u>Sequential Number</u> { <u>0</u> <u>0</u> <u>0</u> <u>1</u> }
Numbering of the OF-347 is the same.			
3. Choose the option “FPDS NOT REQUIRED.”

The screenshot shows the 'Procurement Desktop' application window. A dialog box titled 'Create New Simplified Purchase' is open. It contains the following fields and options:

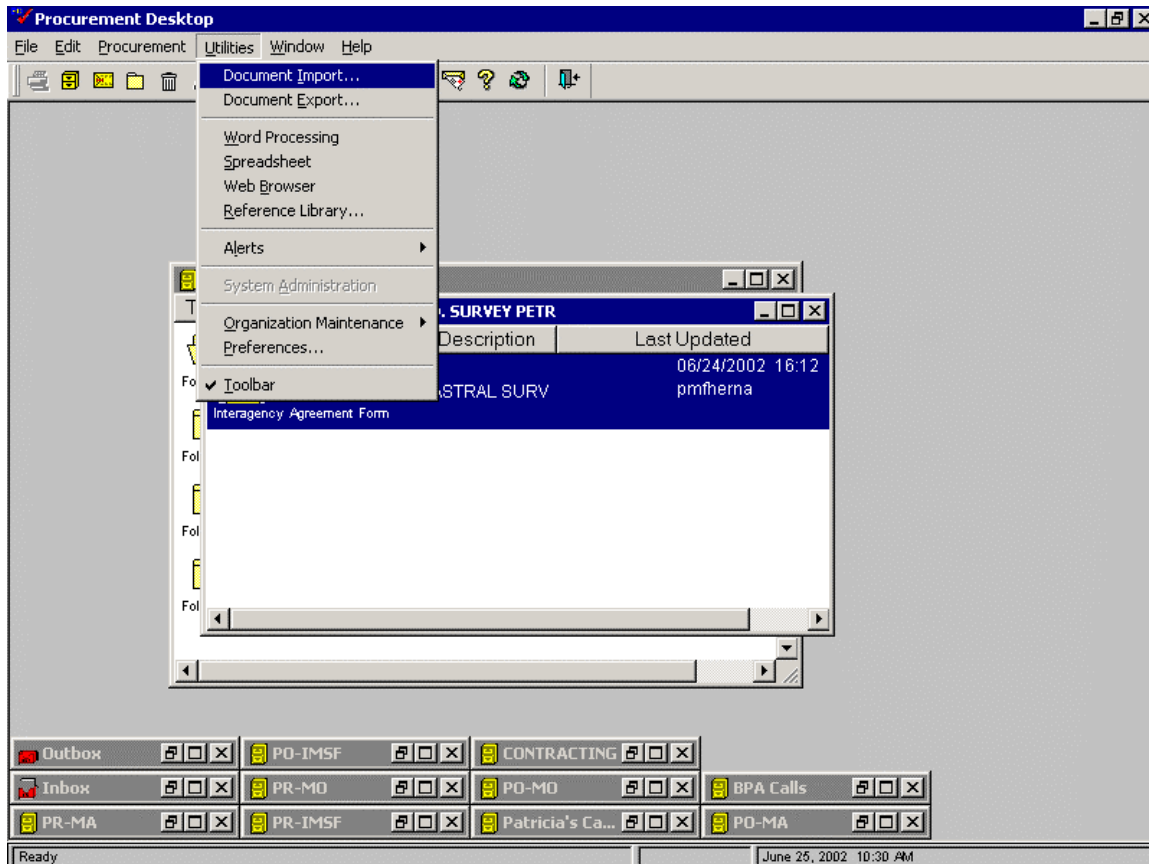
- Simplified Purchase Type:** A dropdown menu set to 'Purchase Order (OF 347)'.
- Prefix:** An empty dropdown menu.
- Document Number:** A text box containing 'J843002001X'.
- Description:** A text box containing 'TASK AGREEMENT 3 - CREC'.
- FPDS Not Required:** A checked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

The background application window has a menu bar (File, Edit, Procurement, Utilities, Window, Help) and a toolbar with various icons. At the bottom, there is a taskbar with icons for Outbox, Inbox, PR-MA, PO-IMSF, CONTRACTING, PO-MO, BPA Calls, and PO-MA. The status bar at the very bottom shows 'Ready' and the date/time 'June 24, 2002 3:27 PM'.

4. Creation of the OF-347 for task agreements is for obligation purposes only. In the Line Item Extended Description block of the OF-347, type in a statement such as “This document serves as the obligation document for Task Agreement Number J _ _ _ _ _ issued under Cooperative Agreement Number H _ _ _ _ _ . See attached task agreement and cooperative agreement for more information.”

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

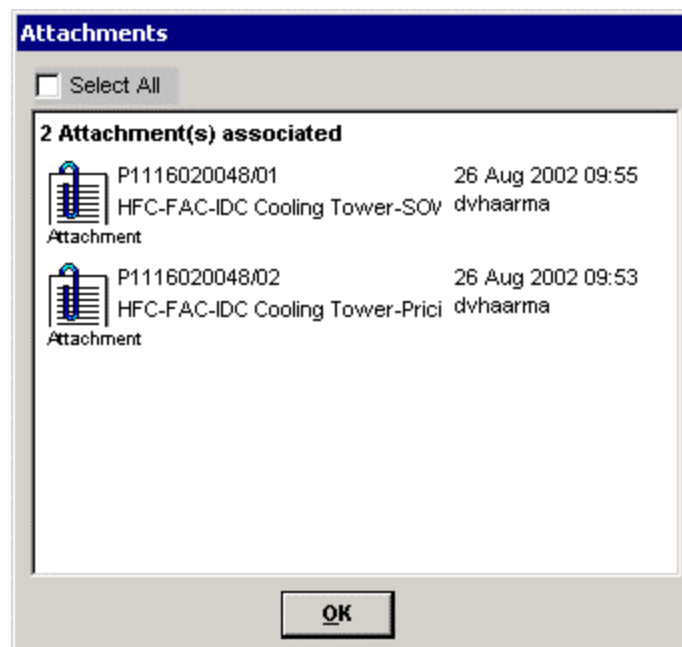
5. Attach a copy of the cooperative agreement to the OF-347. Go to “Utilities” and select “Document Import.” The document you are importing must be on a local drive or a disk; it cannot be on a shared network drive.



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

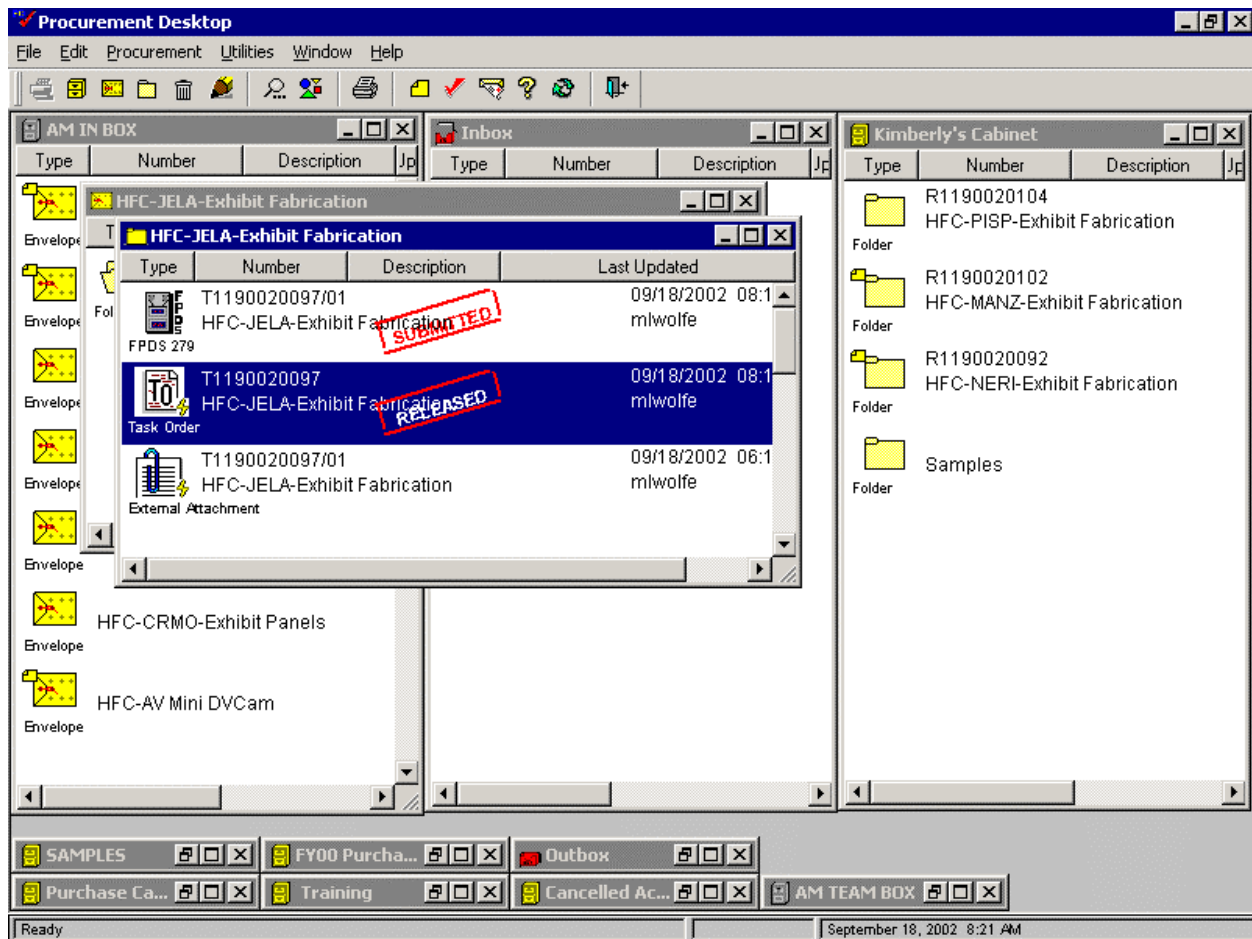
6. Validate your document for Electronic Commerce transmission by choosing “Procurement,” “EC Actions,” and then “EC Validate.”
7. Once the document has passed EC Validation, electronically submit by choosing “Procurement,” “EC Actions,” and then “EC Submit.”

You will be prompted for the document(s) that you want to attach to your award document. Highlight all that you want to attach or check the “select all” box if this applies.



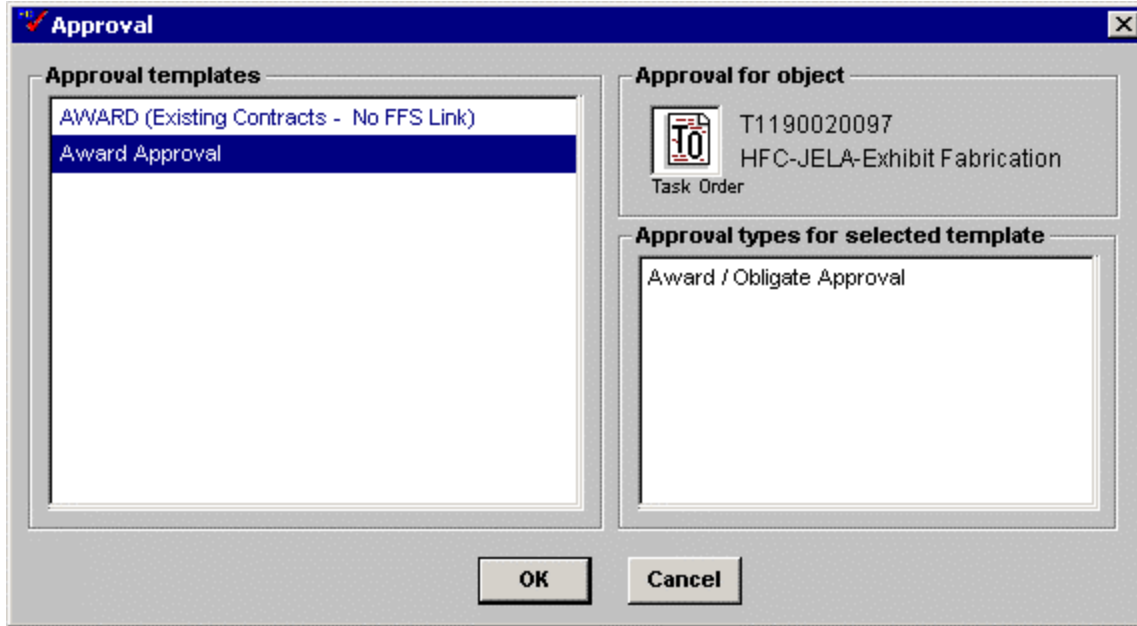
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

8. Once you click okay, you document(s) will be issued and electronically awarded. A yellow lightning bolt will appear beside the document(s) that were submitted.



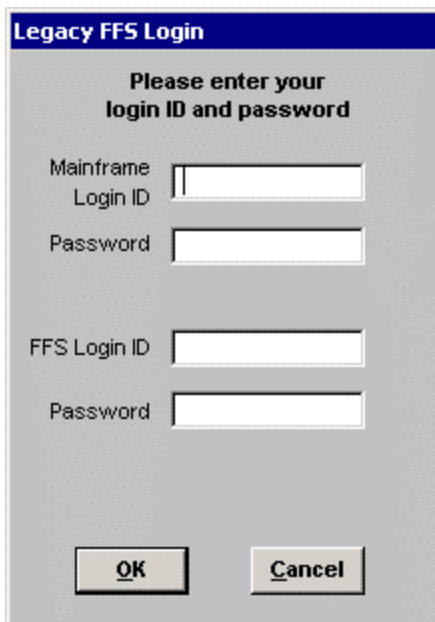
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

9. Approve using the “Award Approval” option.



The "Approval" dialog box is shown. It has a title bar with a checkmark icon and the word "Approval". The dialog is divided into two main sections. The left section, titled "Approval templates", contains a list box with two items: "AWARD (Existing Contracts - No FFS Link)" and "Award Approval", with "Award Approval" selected. The right section, titled "Approval for object", contains a "Task Order" icon and the text "T1190020097" and "HFC-JELA-Exhibit Fabrication". Below this, the section "Approval types for selected template" contains a list box with the item "Award / Obligate Approval". At the bottom of the dialog are "OK" and "Cancel" buttons.

You will be prompted for your USGS and FFS Logins in order to make the award. When the award is going through you will then be prompted for your SEC1 Code (this is the acronym for your Region/Park).



The "Legacy FFS Login" dialog box is shown. It has a title bar with the text "Legacy FFS Login". The dialog contains the text "Please enter your login ID and password". There are four input fields: "Mainframe Login ID", "Password", "FFS Login ID", and "Password". At the bottom of the dialog are "OK" and "Cancel" buttons.

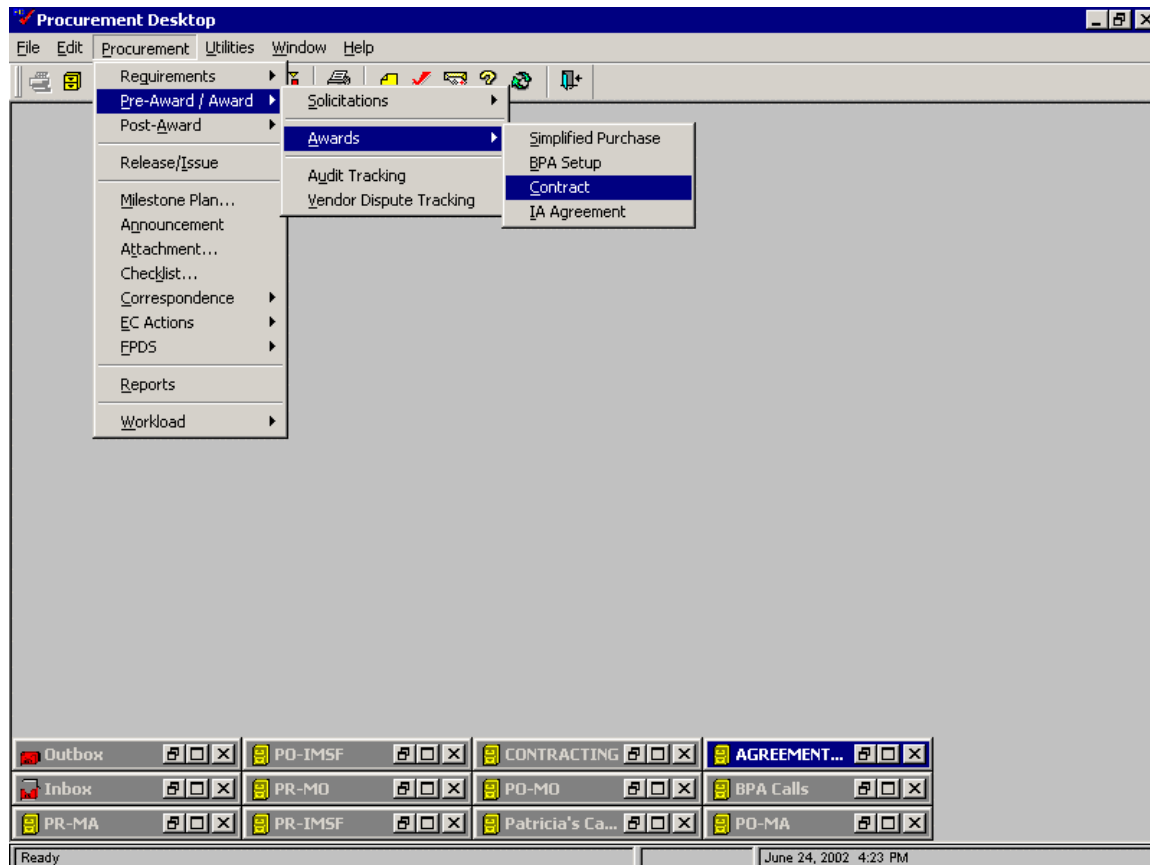


The "Host FFS SEC1 Code" dialog box is shown. It has a title bar with the text "Host FFS SEC1 Code". The dialog contains the text "Please enter your SEC1 Code". There is one input field labeled "Sec1 Code". At the bottom of the dialog is an "OK" button.

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

ANOTHER METHOD - TASK AGREEMENTS: USE THESE INSTRUCTIONS WHEN YOU ARE ISSUING TASK AGREEMENTS TO THE COOPERATIVE AGREEMENT TO OBLIGATE FUNDS.

1. Create a Standard Form 26, Contract, by choosing “Procurement,” “Pre-Award/Award,” “Awards,” “Contract.”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

- | | <u>Org Code</u> | <u>FY</u> | <u>Sequential Number</u> |
|---|---|-----------|--------------------------|
| 2. Cooperative agreements are numbered as follows: <u>H</u>
Numbering of the OF-347 is the same. | { <u>1</u> <u>2</u> <u>5</u> <u>3</u> } | <u>00</u> | { <u>00001</u> } |
| 3. Choose the option “FPDS NOT REQUIRED.” | | | |

Procurement Desktop

File Edit Procurement Utilities Window Help

Contract Type: Contract (SF26)

Prefix: H

Document Number: H1250020001

Description: CREC - PEFO

☒ FPDS not required

OK Cancel

Outbox PO-IMSF CONTRACTING AGREEMENT...

Inbox PR-MO PO-MO BPA Calls

PR-MA PR-IMSF Patricia's Ca... PO-MA

Ready June 24, 2002 3:13 PM

4. You do not need to complete the entire document nor generate clauses. This document will be used only as a document to create and obligate task agreements to the cooperative agreement. On the SF-26 the items required to be completed are:

Item 2, “Contract Number.”

Item 5, “Issued By.”

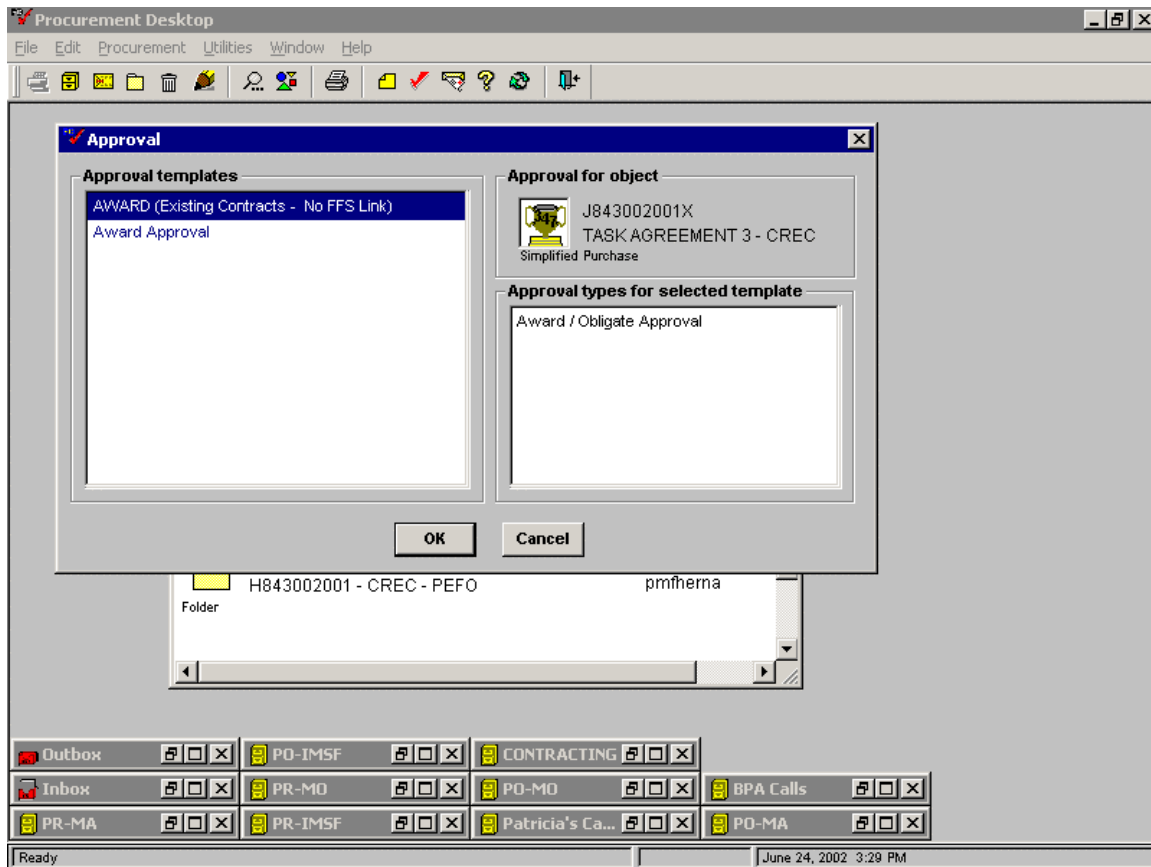
Item 7, "Name and Address of Contractor."

Item 12, "Payment will be made by."

Line Item Description: In this block you can type in a statement such as “Informational document for Cooperative Agreement Number H _____. See attached cooperative agreement for more information.”

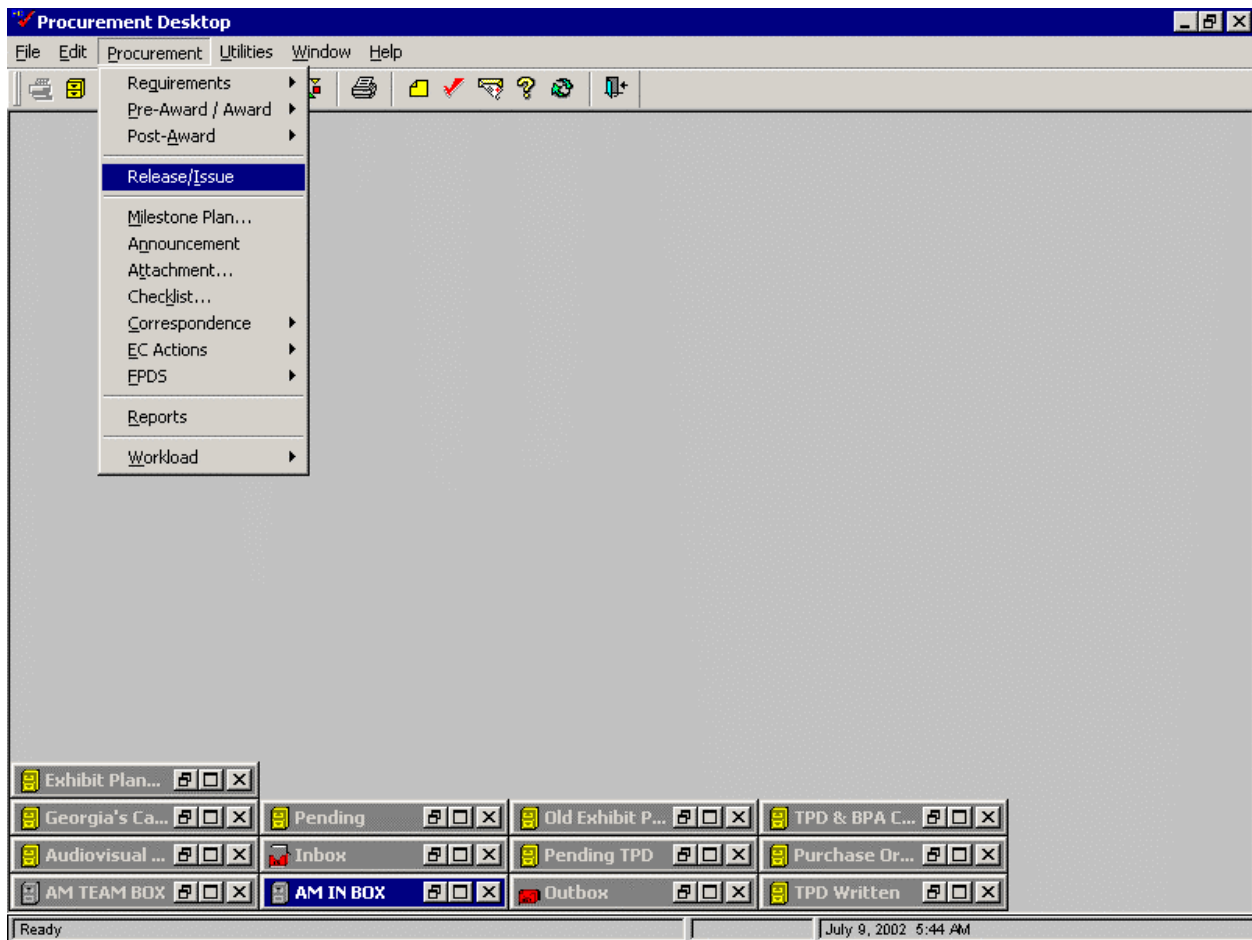
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

5. Approve the document using “AWARD (Existing Contracts - No FFS Link).”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

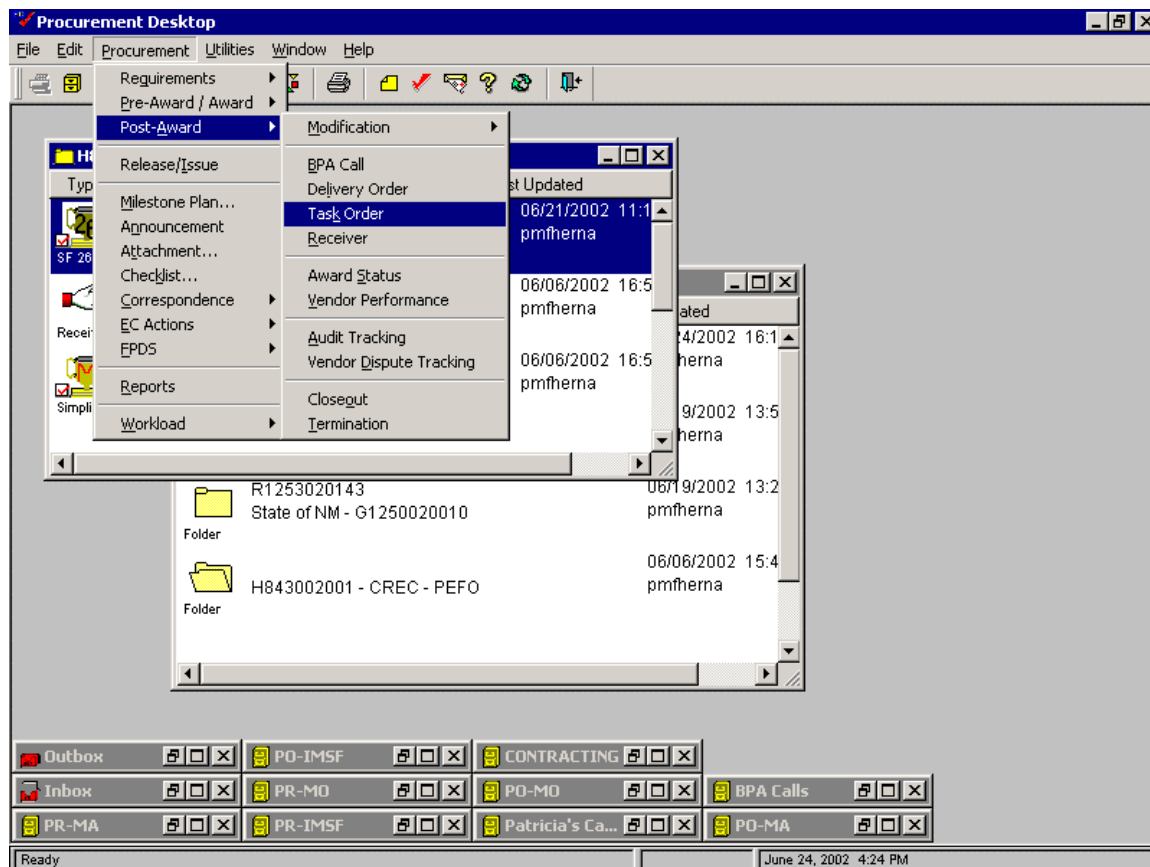
6. Release the document by choosing “Procurement” and then “Release/Issue.”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

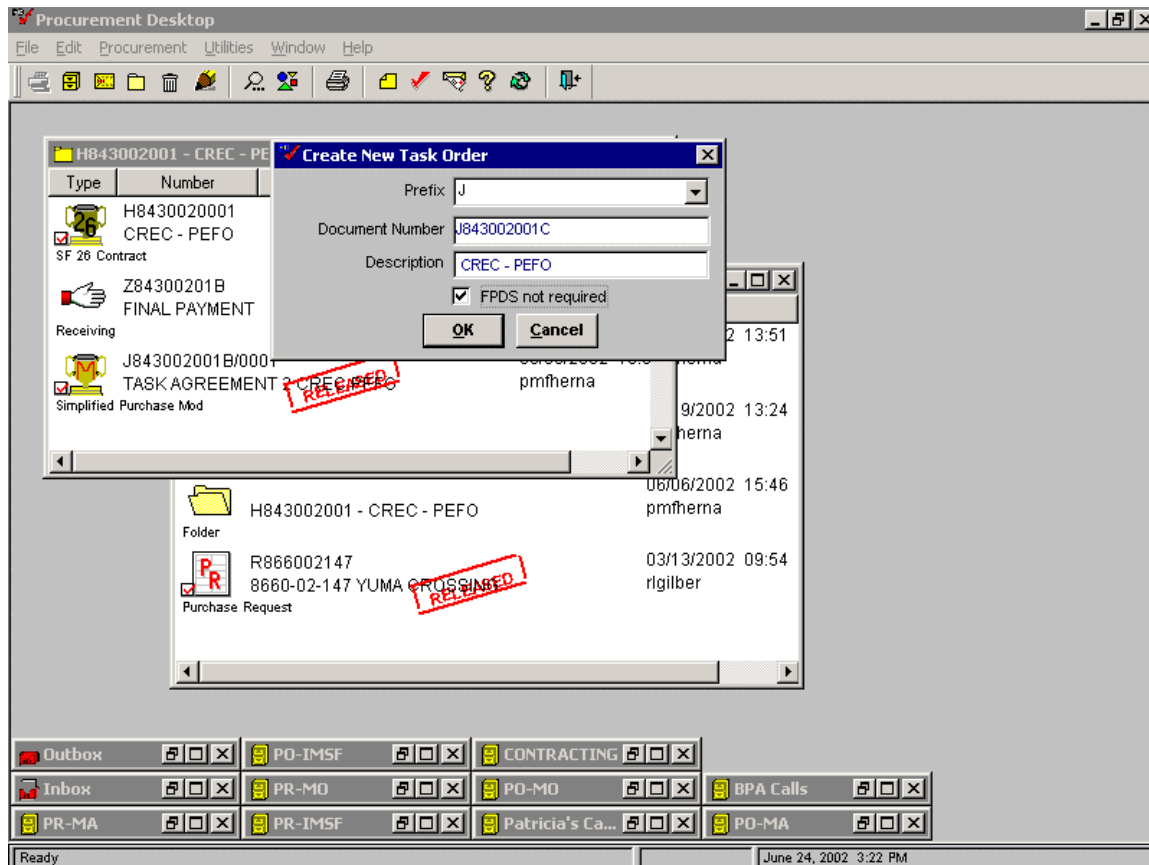
TO CREATE A TASK AGREEMENT AFTER CREATING THE SF-26:

1. Highlight the SF-26, Contract, you created for the cooperative agreement. Choose “Procurement,” “Post-Award,” and “Task Order.”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

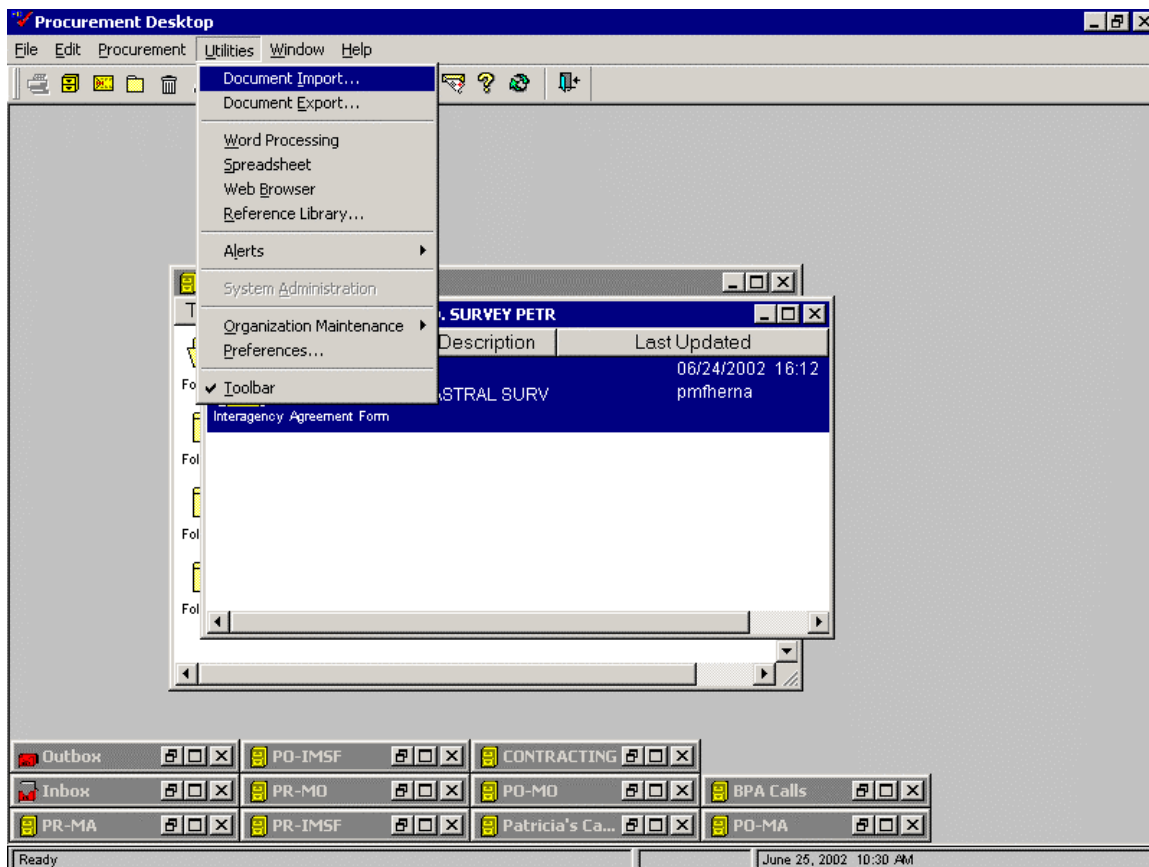
- | | <u>Org Code</u> | <u>FY</u> | <u>Sequential Number</u> |
|--|-----------------|-----------|--------------------------|
| 2. Create a task agreement numbered as follows: J | {1 2 5 3} | 0 0 | {0 0 0 1} |
| 3. Choose the option “FPDS NOT REQUIRED.” | | | |



4. Creation of the task agreement is for obligation purposes only. In the description of the task agreement, type in a statement such as “This document serves as the obligation document for Task Agreement Number J _ _ _ _ _ issued under Cooperative Agreement Number H _ _ _ _ _ . See attached task agreement and cooperative agreement for more information.”

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

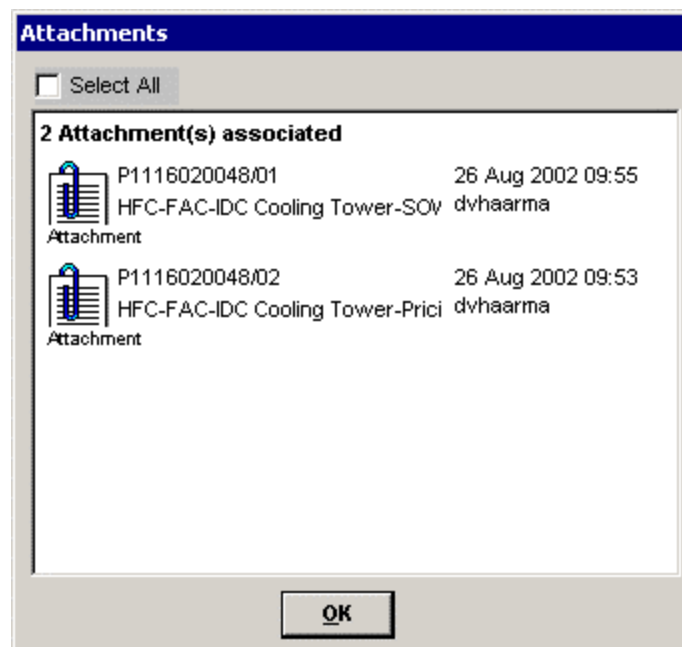
5. Attach a copy of the cooperative agreement to the OF-347. Go to “Utilities” and select “Document Import.” The document you are importing must be on a local drive or a disk; it cannot be on a shared network drive.



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

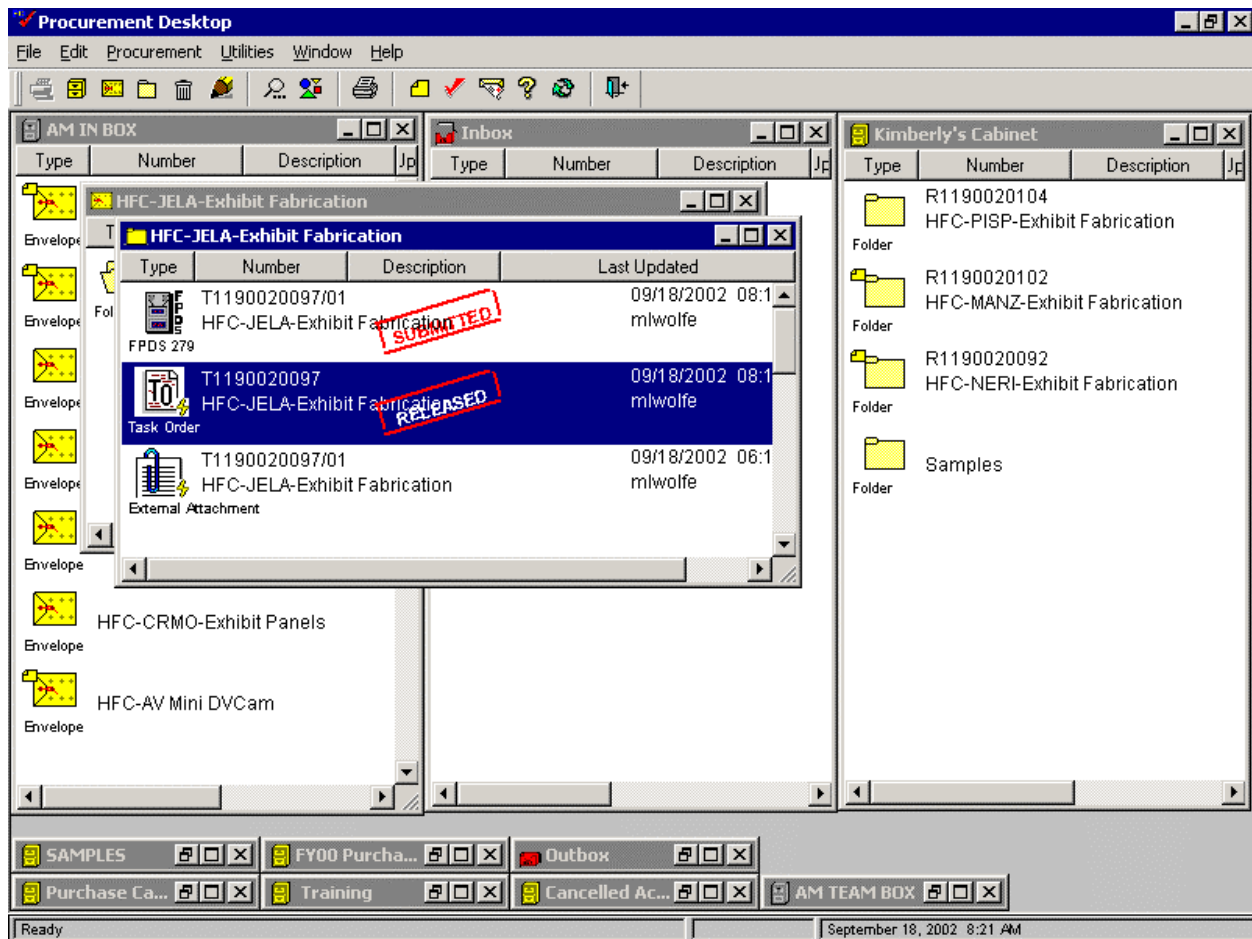
6. Validate your document for Electronic Commerce transmission by choosing “Procurement,” “EC Actions,” and then “EC Validate.”
7. Once the document has passed EC Validation, electronically submit by choosing “Procurement,” “EC Actions,” and then “EC Submit.”

You will be prompted for the document(s) that you want to attach to your award document. Highlight all that you want to attach or check the “select all” box if this applies.



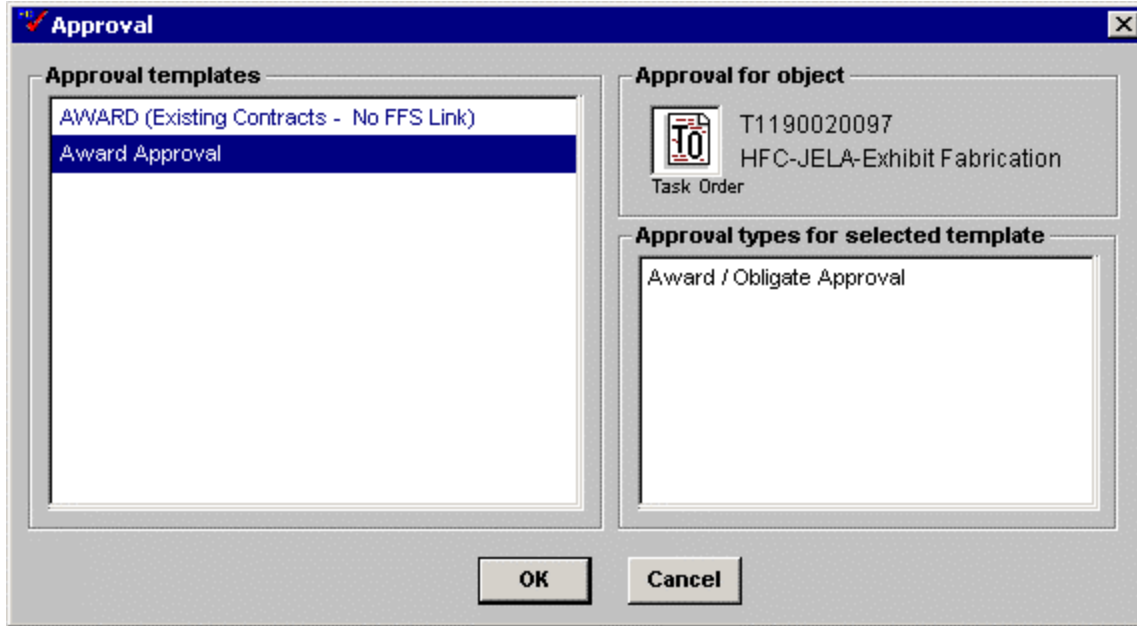
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

8. Once you click okay, you document(s) will be issued and electronically awarded. A yellow lightning bolt will appear beside the document(s) that were submitted.



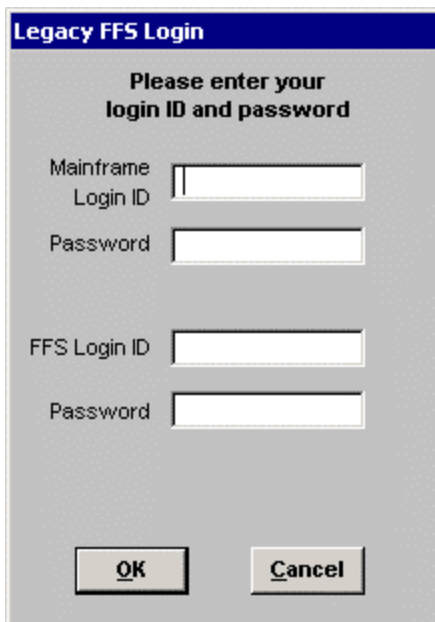
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

9. Approve using the “Award Approval” option.



The "Approval" dialog box is shown. It has a title bar with a checkmark icon and the word "Approval". The dialog is divided into two main sections. The left section, titled "Approval templates", contains a list box with two items: "AWARD (Existing Contracts - No FFS Link)" and "Award Approval", with "Award Approval" selected. The right section, titled "Approval for object", contains a "Task Order" icon, the object ID "T1190020097", and the object name "HFC-JELA-Exhibit Fabrication". Below this, the "Approval types for selected template" section contains a list box with the item "Award / Obligate Approval". At the bottom of the dialog are "OK" and "Cancel" buttons.

You will be prompted for your USGS and FFS Logins in order to make the award. When the award is going through you will then be prompted for your SEC1 Code (this is the acronym for your Region/Park).



The "Legacy FFS Login" dialog box is shown. It has a title bar with the text "Legacy FFS Login". The dialog contains the text "Please enter your login ID and password". There are four input fields: "Mainframe Login ID", "Password", "FFS Login ID", and "Password". At the bottom of the dialog are "OK" and "Cancel" buttons.

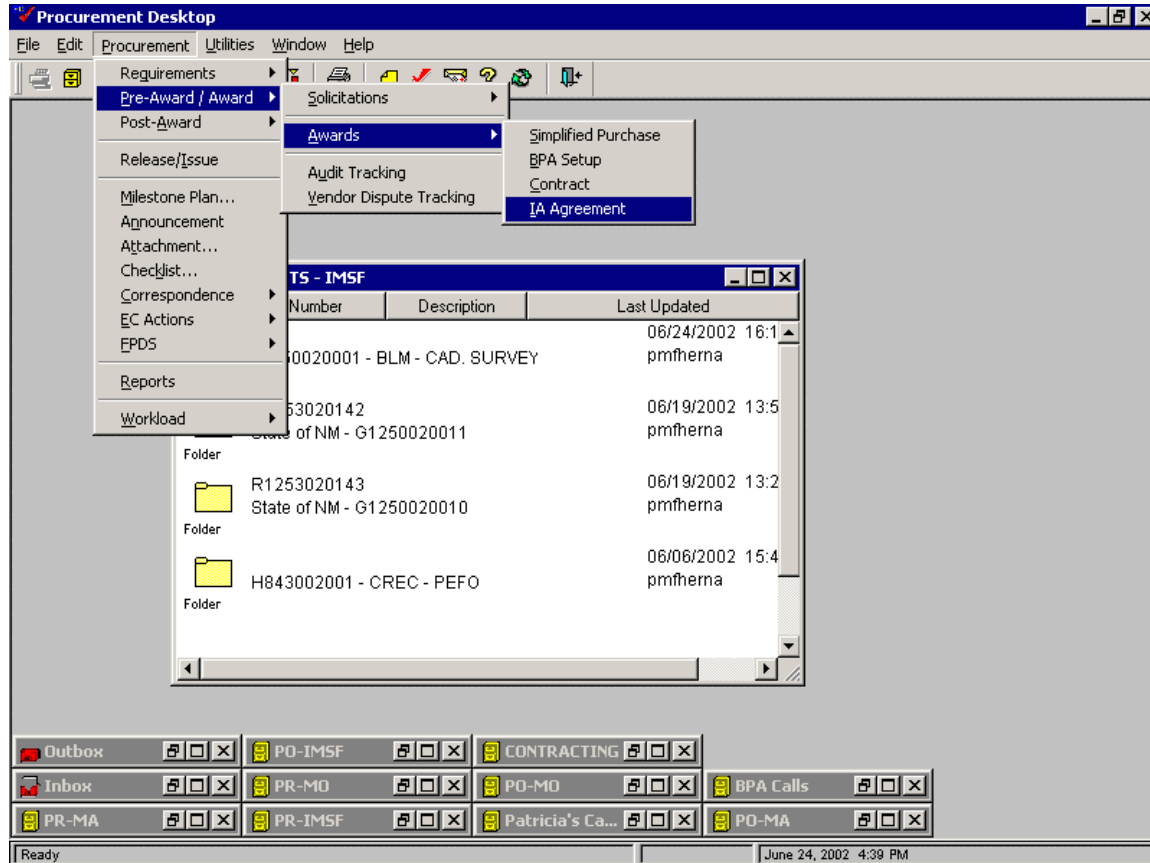


The "Host FFS SEC1 Code" dialog box is shown. It has a title bar with the text "Host FFS SEC1 Code". The dialog contains the text "Please enter your SEC1 Code". There is one input field labeled "Sec1 Code". At the bottom of the dialog is an "OK" button.

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

INTERAGENCY ACQUISITION AGREEMENTS:

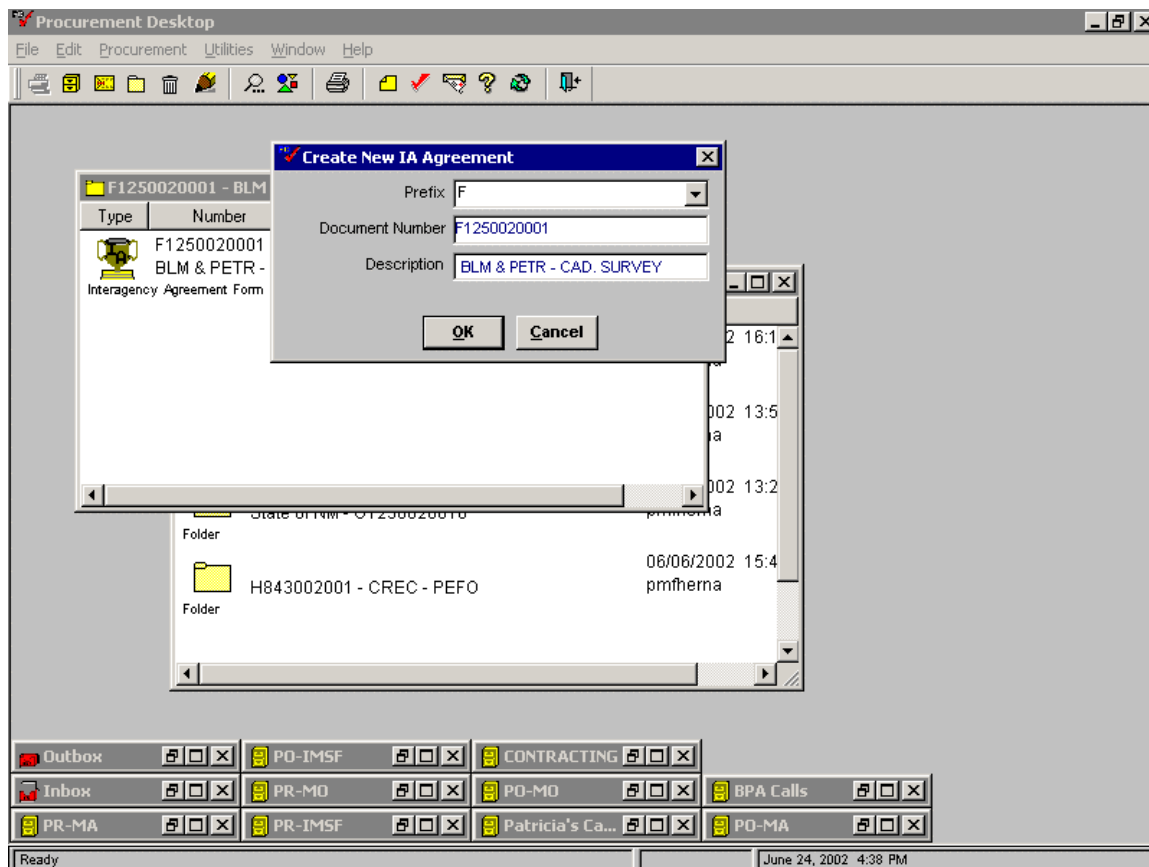
1. Create an interagency acquisition agreement by choosing “Procurement,” “Pre-Award/Award,” “Awards,” and the “IA Agreement.”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

2. Interagency acquisition agreements are numbered as follows:

<u>F</u>	<u>Org Code</u> {1 2 5 3}	<u>FY</u> 00	<u>Sequential Number</u> {0 0 0 1}
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OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

Procurement Desktop

File Edit Lines Window Help

BLM & PETR - CADASTRAL SURV

Items 1-7 Items 8-10 (Lines) Items 11-15 Clauses Add'l Data

INTER/INTRA-AGENCY AGREEMENT		1. PAGE 1 of 1	2. REQUISITION NO.
3. DATE PREPARED 06/24/2002	4. AGREEMENT NO. F1250020001	5a. MODIFICATION NO.	5b. TASK ORDER NO.
6. TO: (Agency, name, telephone number of performing agency) () -		7. FROM: (Agency, name, telephone number of originator) IMSF - ACG - Contracting, Cooperative Agreement: 1100 Old Santa Fe Trail Santa Fe, NM 87504-0728 (505) 988-6085	

Attn:

Outbox
Inbox
PR-MA

Ready June 24, 2002 4:40 PM

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

Procurement Desktop

File Edit Lines Window Help

Items 1-7 **Items 8-10 (Lines)** Items 11-15 Clauses Add'l Data

Line Item Summary Interagency Agreement: Items 8-10 (Lines)

Contract-Level Funding Add

Item/Subitem Number	Description	Quantity	Unit	Unit Cost	Total Cost (Includes Discounts)
0001	PERFORM CADASTRAL BOUI	0.00		0.000	0.00
Total Funding \$ 0.00 Total Cost \$ 0.00					

Header Text

Footer Text

Outbox

Inbox

PR-MA

Ready June 24, 2002 4:41 PM

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

Procurement Desktop

File Edit Lines Window Help

BLM & PETR - CADASTRAL SURV

Items 1-7 Items 8-10 (Lines) **Items 11-15** Clauses Add'l Data

11. UNDER THE AUTHORITY OF:
☐ 31 USC 1535 (Economy Act) ☒ Other P. L. 101-313

12a. METHOD OF PAYMENT
☐ Advance ☐ Progress
☒ Reimbursement ☐ Other

12b. AGENCY LOCATION CODE (ALC)
 14100099

12c. OVERRUN ALLOWED
 0.00 % or \$0.00

13. MAIL INVOICES TO (Payment will be made by)
 IMSF - ACG - Contracting, Cooperative Agreement:
 P.O. Box 728
 Santa Fe, NM 87504-0728

Delete

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENT SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACCOUNTING AND APPROPRIATIONS DATA
No Funding Sources Defined

ACCOUNTING PERIOD
 / /

15a. Authorized Officer of Originating Agency
 Patricia M. Fresquez-Hernandez Title: Contract Specialist IMSF Date: 00/00/0000

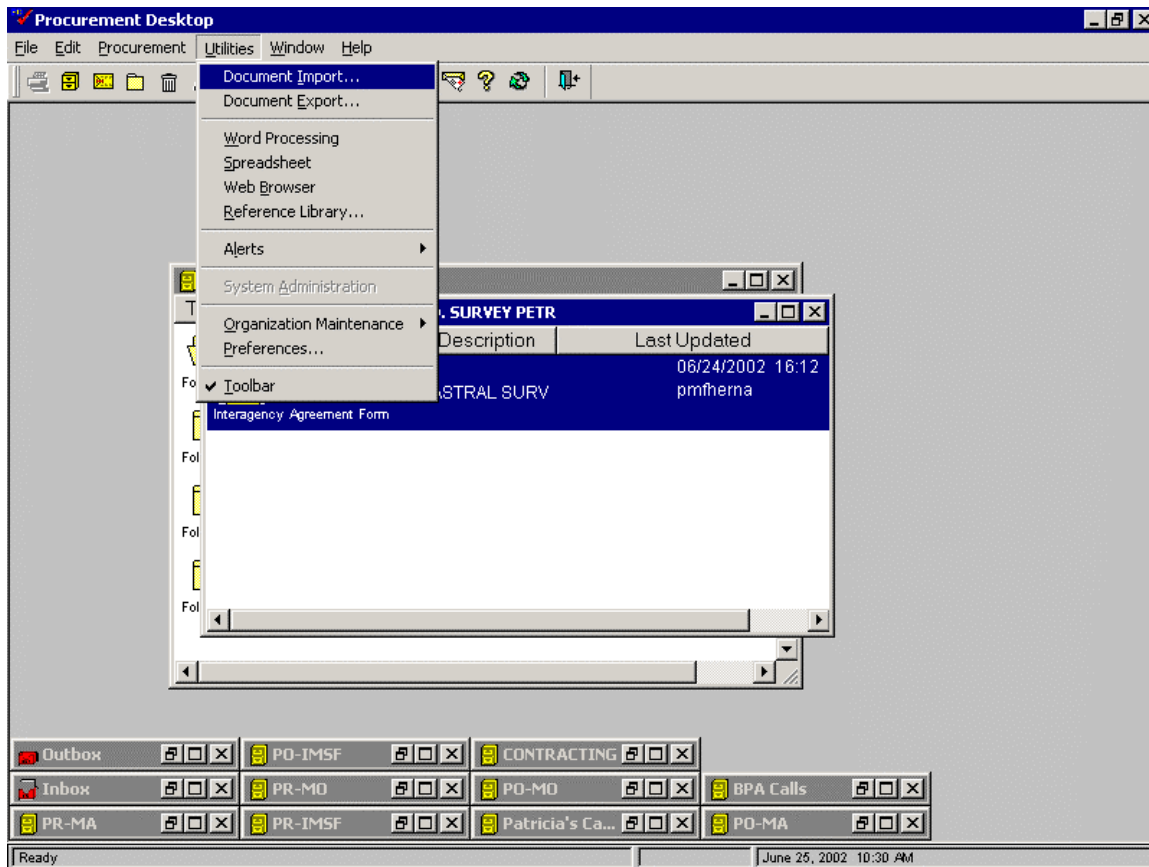
15b. Authorized Officer of Performing Agency
 Title: Date: 00/00/0000

Outbox
 Inbox
 PR-MA

Ready June 24, 2002 4:41 PM

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

3. Attach a copy of the cooperative agreement to the OF-347. Go to “Utilities” and select “Document Import.” The document you are importing must be on a local drive or a disk; it cannot be on a shared network drive.

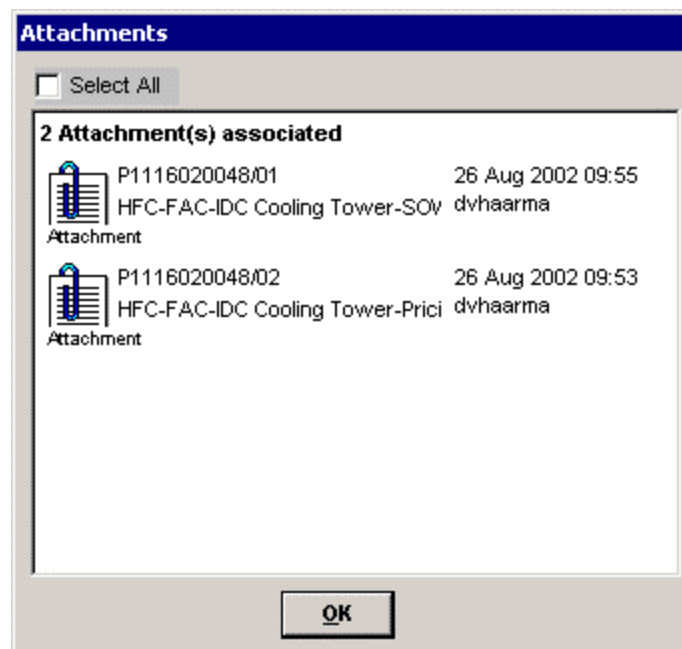


OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

If you are obligating funds through this interagency acquisition agreement:

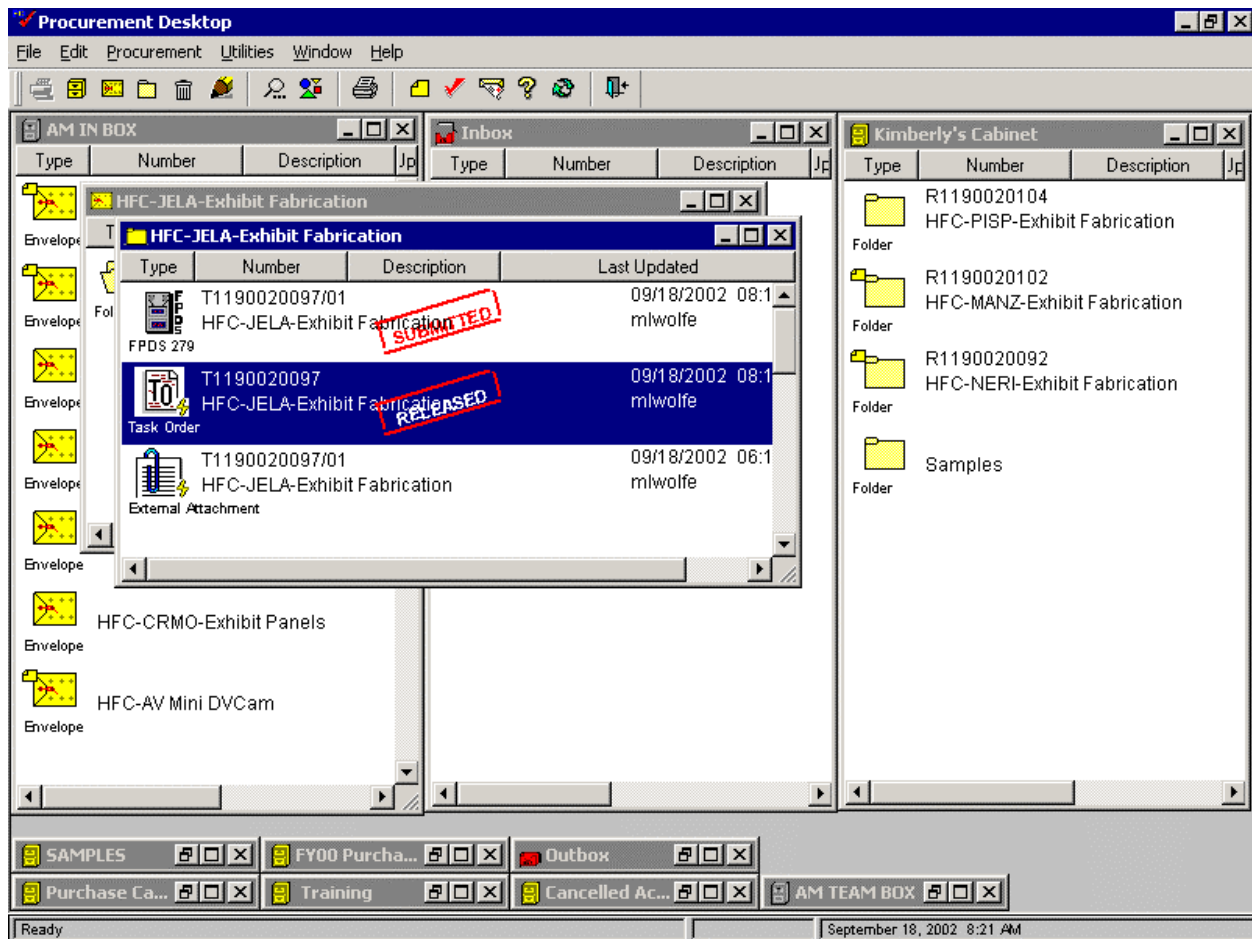
4. Validate your document for Electronic Commerce transmission by choosing “Procurement,” “EC Actions,” and then “EC Validate.”
5. Once the document has passed EC Validation, electronically submit by choosing “Procurement,” “EC Actions,” and then “EC Submit.”

You will be prompted for the document(s) that you want to attach to your award document. Highlight all that you want to attach or check the “select all” box if this applies.



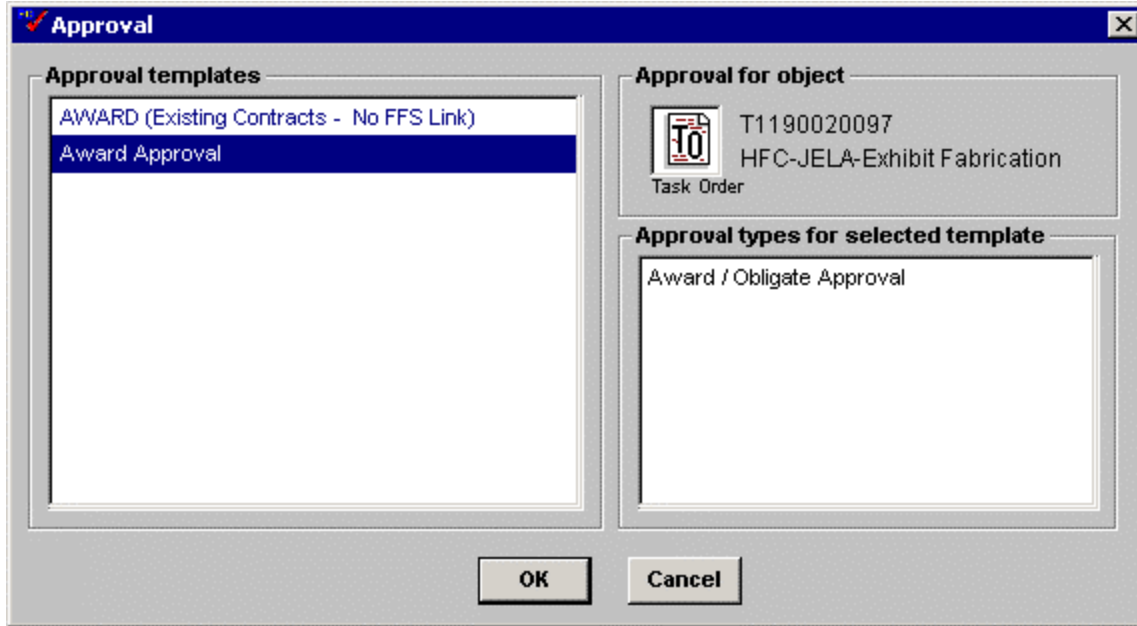
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

6. Once you click okay, you document(s) will be issued and electronically awarded. A yellow lightning bolt will appear beside the document(s) that were submitted.



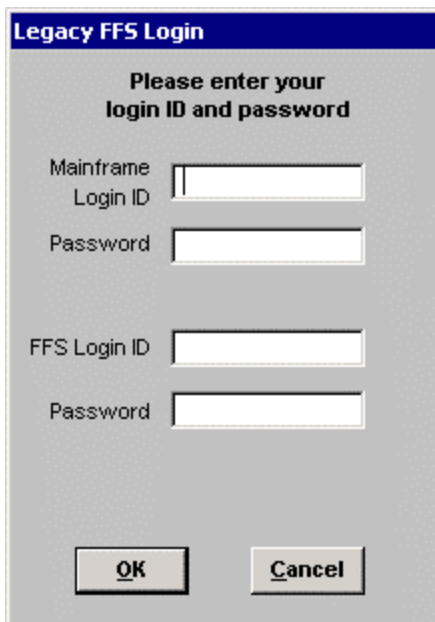
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

7. Approve using the “Award Approval” option.



The "Approval" dialog box is shown. It has a title bar with a checkmark icon and the word "Approval". The dialog is divided into two main sections. The left section, titled "Approval templates", contains a list box with two items: "AWARD (Existing Contracts - No FFS Link)" and "Award Approval", with "Award Approval" selected. The right section, titled "Approval for object", contains a "Task Order" icon and the text "T1190020097" and "HFC-JELA-Exhibit Fabrication". Below this, the "Approval types for selected template" section contains a list box with the item "Award / Obligate Approval". At the bottom of the dialog are "OK" and "Cancel" buttons.

You will be prompted for your USGS and FFS Logins in order to make the award. When the award is going through you will then be prompted for your SEC1 Code (this is the acronym for your Region/Park).



The "Legacy FFS Login" dialog box is shown. It has a title bar with the text "Legacy FFS Login". The dialog contains the text "Please enter your login ID and password". Below this text are four input fields: "Mainframe Login ID", "Password", "FFS Login ID", and "Password". At the bottom of the dialog are "OK" and "Cancel" buttons.

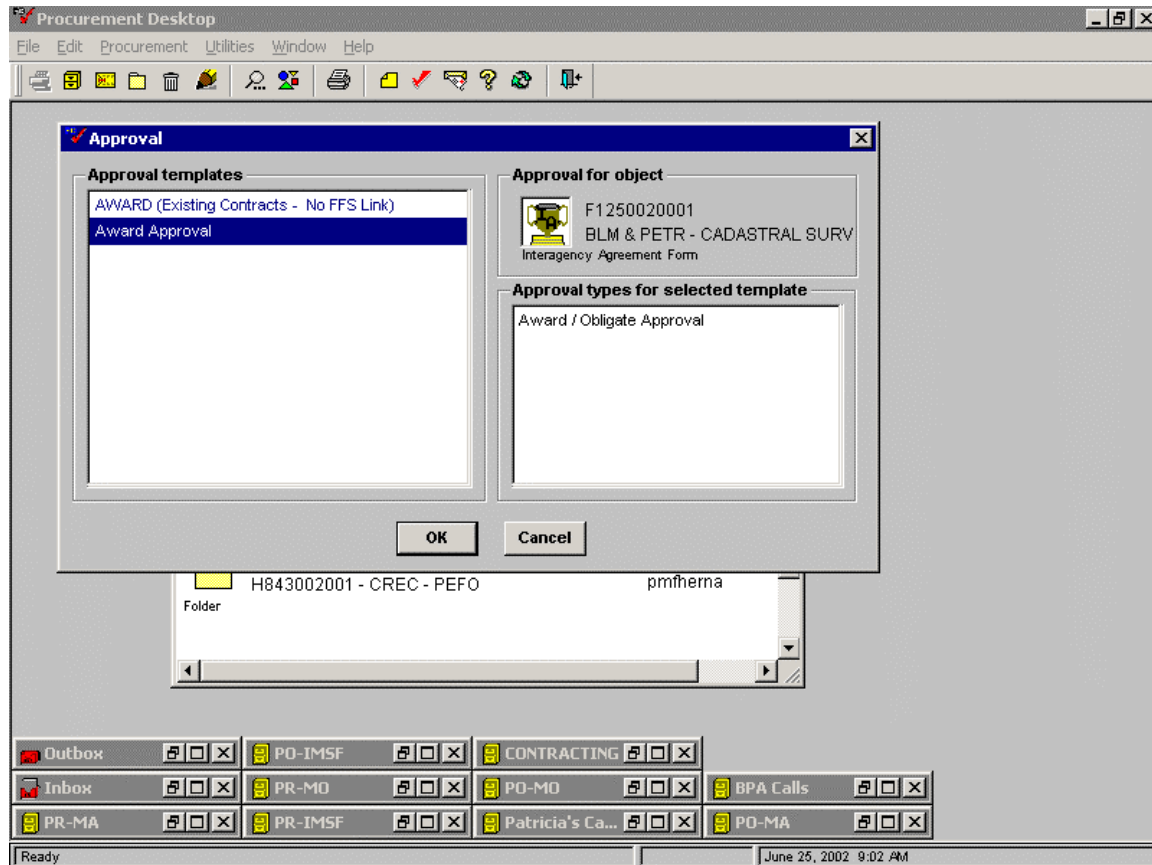


The "Host FFS SEC1 Code" dialog box is shown. It has a title bar with the text "Host FFS SEC1 Code". The dialog contains the text "Please enter your SEC1 Code". Below this text is a single input field labeled "Sec1 Code". At the bottom of the dialog is an "OK" button.

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

If not obligating funds through this interagency acquisition agreement:

4. Use the “AWARD (Existing Contracts – No FFS Link)” template.

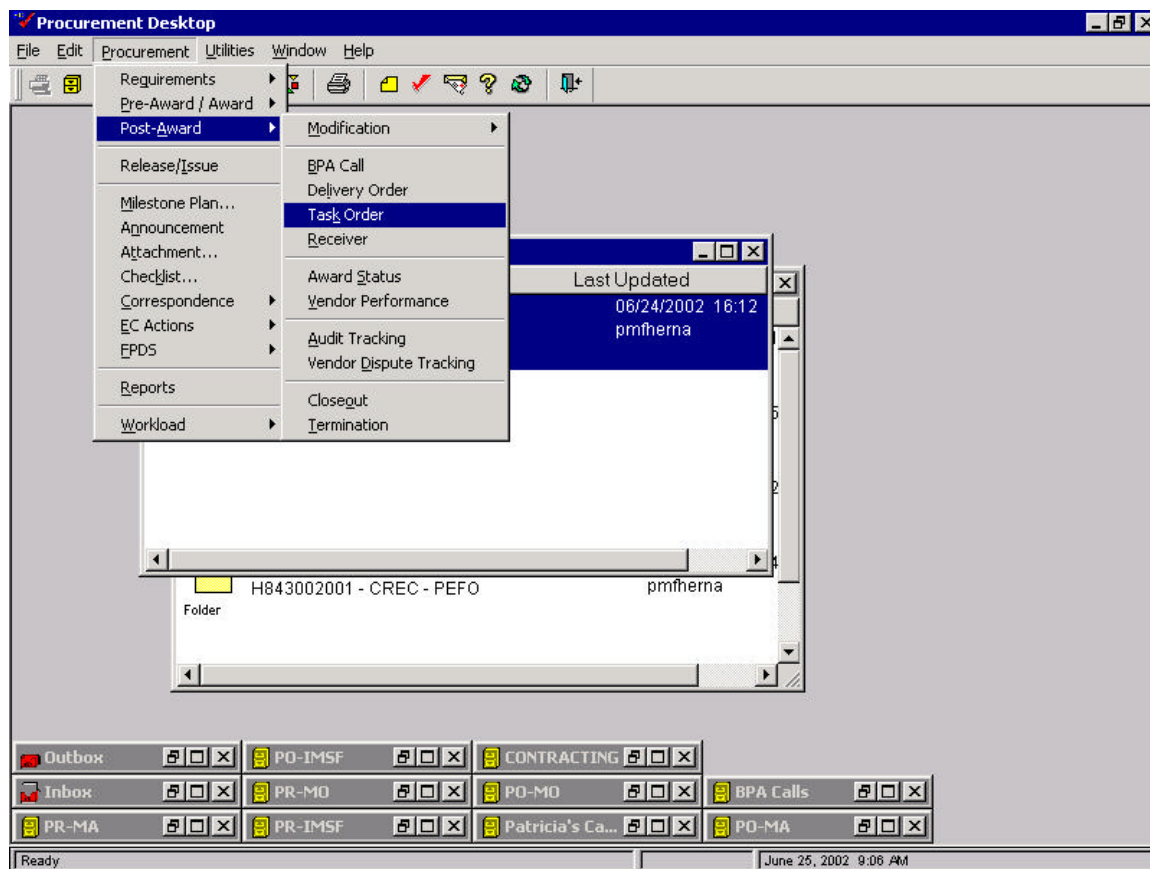


5. Once this template is “Approved,” then go to “Procurement” and select “Release/Issue.”

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

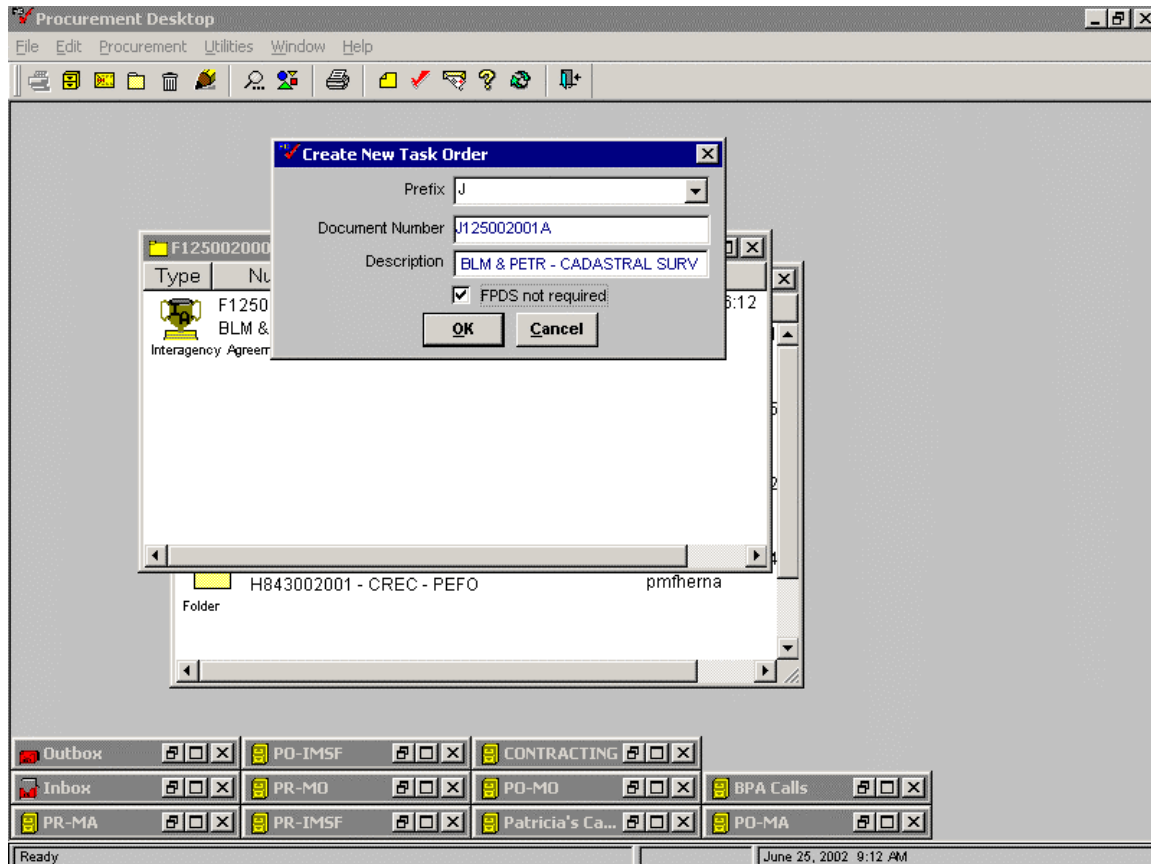
CREATING A TASK AGREEMENT TO AN INTERAGENCY ACQUISITION AGREEMENT:

1. Highlight the interagency agreement you created. Choose “Procurement,” “Post-Award,” and “Task Order.”



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

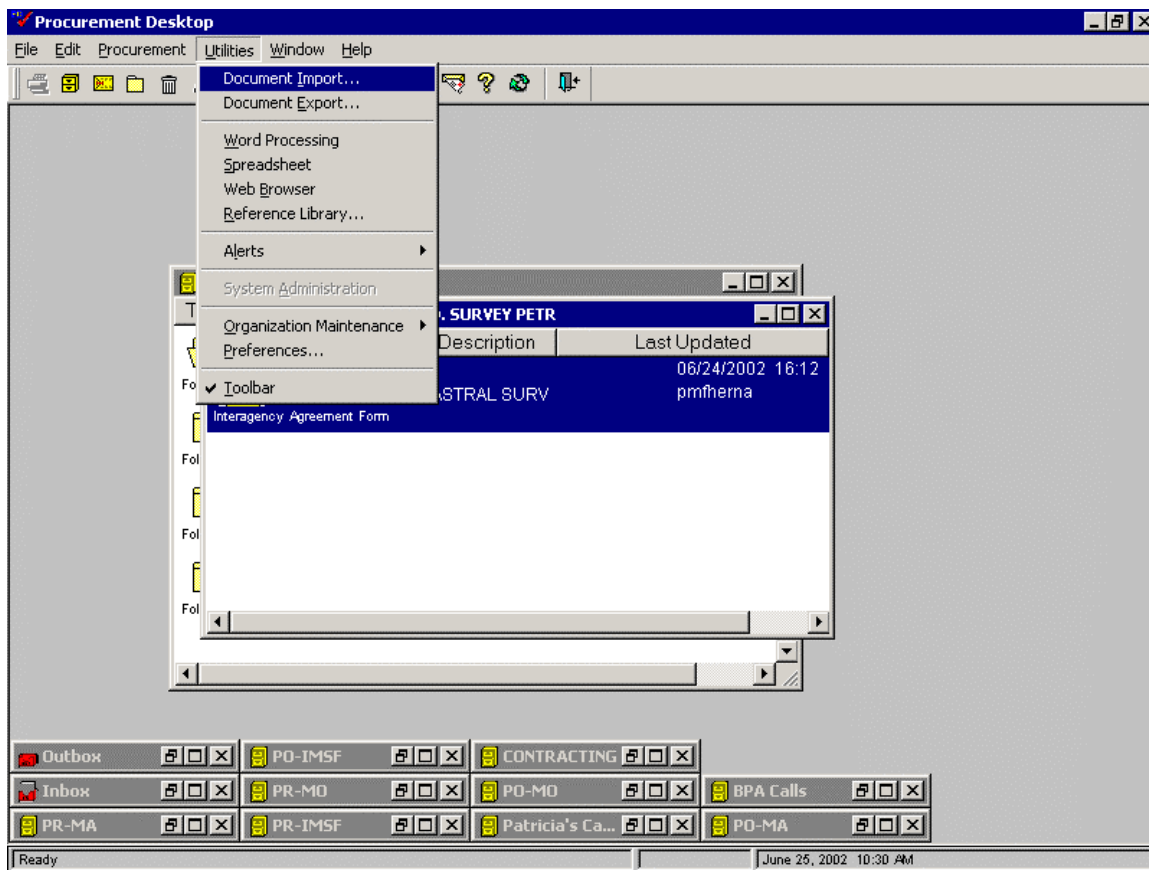
- | | <u>Org Code</u> | <u>FY</u> | <u>Sequential Number</u> |
|--|---|-------------------|---|
| 2. Create a task agreement numbered as follows: <u>H</u> | { <u>1</u> <u>2</u> <u>5</u> <u>3</u> } | <u>0</u> <u>0</u> | { <u>0</u> <u>0</u> <u>0</u> <u>1</u> } |
| 3. Choose the option “FPDS NOT REQUIRED.” | | | |



4. Creation of the task agreement is for obligation purposes only. In the description of the purchase order type in a statement such as “This document serves as the obligation document for Task Agreement Number J _____ issued under Interagency Acquisition Agreement Number H _____. See task agreement and interagency acquisition agreement for more information.”

OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

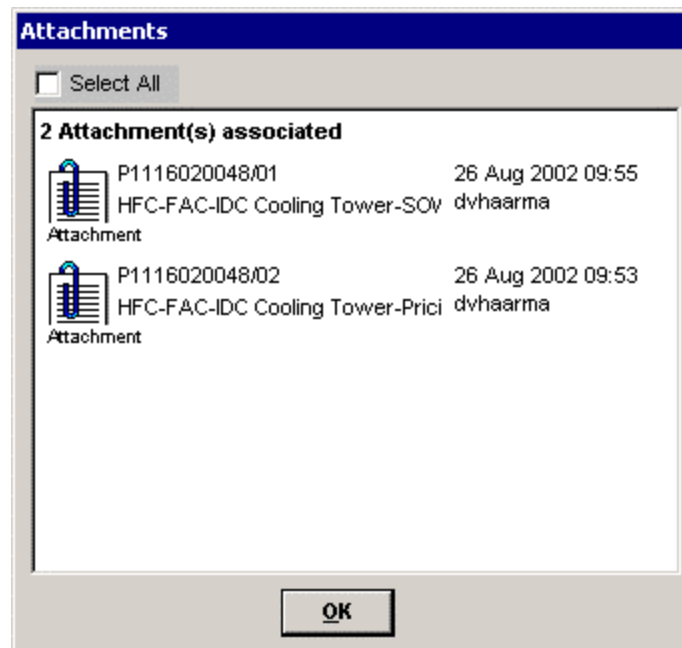
5. Attach a copy of the cooperative agreement to the OF-347. Go to “Utilities” and select “Document Import.” The document you are importing must be on a local drive or a disk; it cannot be on a shared network drive.



OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

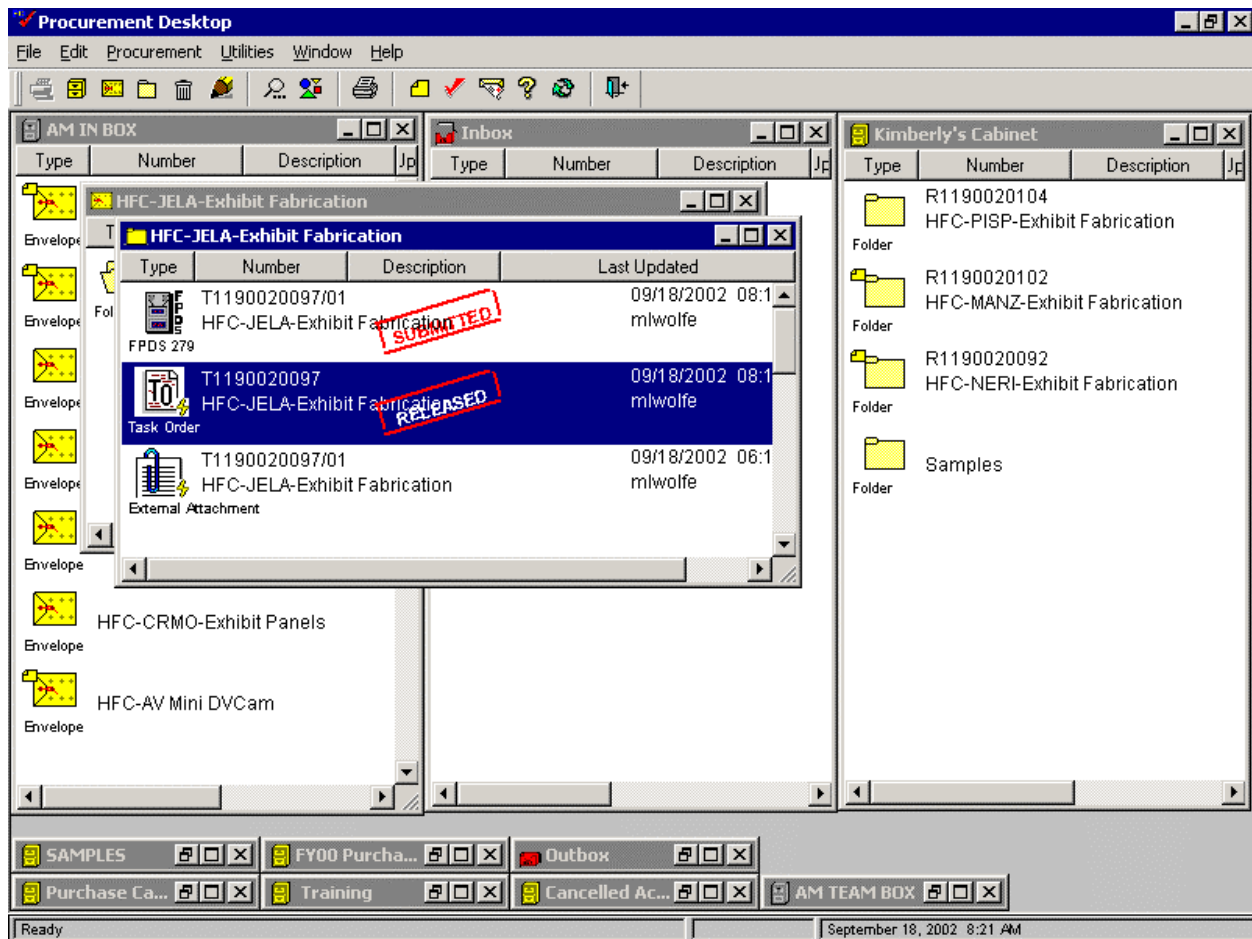
6. Validate your document for Electronic Commerce transmission by choosing “Procurement,” “EC Actions,” and then “EC Validate.”
7. Once the document has passed EC Validation, electronically submit by choosing “Procurement,” “EC Actions,” and then “EC Submit.”

You will be prompted for the document(s) that you want to attach to your award document. Highlight all that you want to attach or check the “select all” box if this applies.



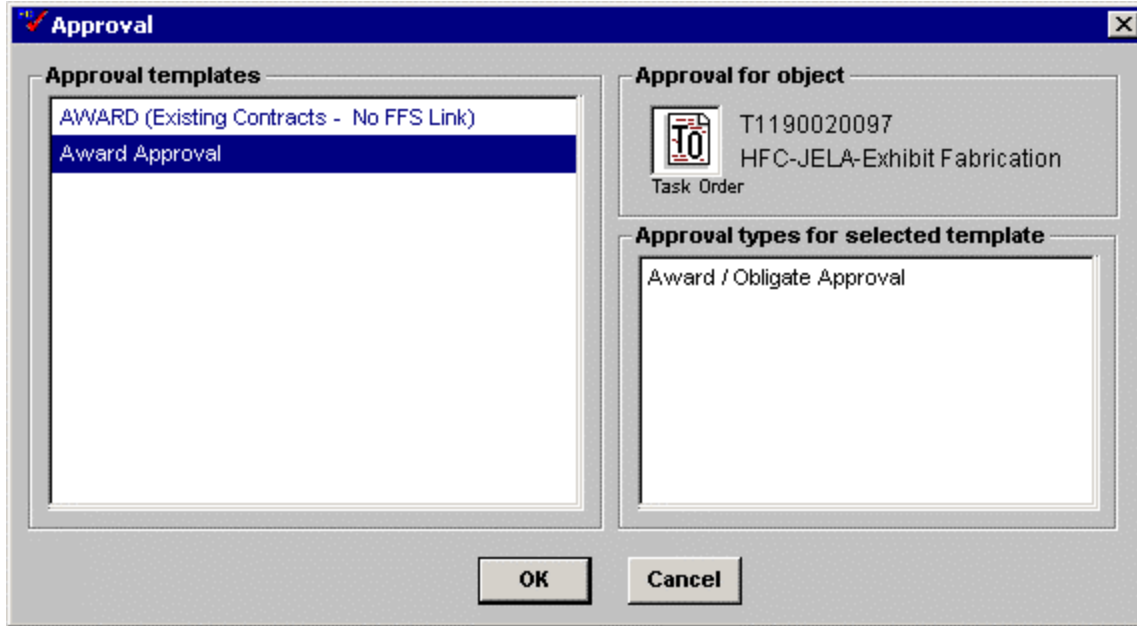
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

8. Once you click okay, you document(s) will be issued and electronically awarded. A yellow lightning bolt will appear beside the document(s) that were submitted.



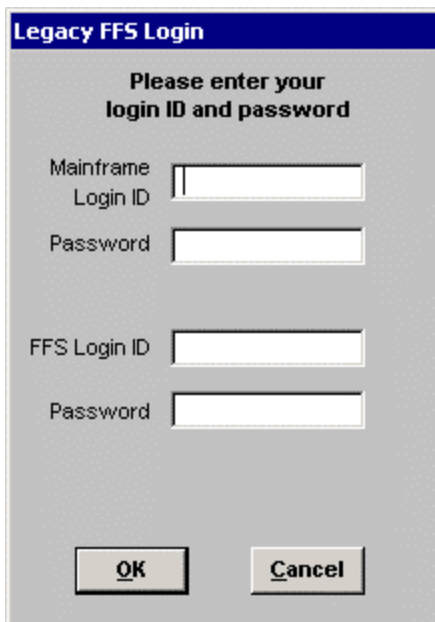
OBLIGATING AGREEMENTS IN PROCUREMENT DESKTOP

9. Approve using the “Award Approval” option.



The **Approval** dialog box is shown. It has a title bar with a checkmark icon and the word **Approval**. The dialog is divided into two main sections. The left section, titled **Approval templates**, contains a list box with two items: **AWARD (Existing Contracts - No FFS Link)** and **Award Approval**, which is currently selected. The right section, titled **Approval for object**, contains a small icon of a task order, the text **Task Order**, and the object details: **T1190020097** and **HFC-JELA-Exhibit Fabrication**. Below this, a section titled **Approval types for selected template** contains a list box with the item **Award / Obligate Approval**. At the bottom of the dialog are **OK** and **Cancel** buttons.

You will be prompted for your USGS and FFS Logins in order to make the award. When the award is going through you will then be prompted for your SEC1 Code (this is the acronym for your Region/Park).



The **Legacy FFS Login** dialog box is shown. It has a title bar with the text **Legacy FFS Login**. The dialog contains the instruction **Please enter your login ID and password**. There are four input fields: **Mainframe Login ID**, **Password**, **FFS Login ID**, and **Password**. At the bottom are **OK** and **Cancel** buttons.



The **Host FFS SEC1 Code** dialog box is shown. It has a title bar with the text **Host FFS SEC1 Code**. The dialog contains the instruction **Please enter your SEC1 Code**. There is one input field labeled **Sec1 Code**. At the bottom is an **OK** button.